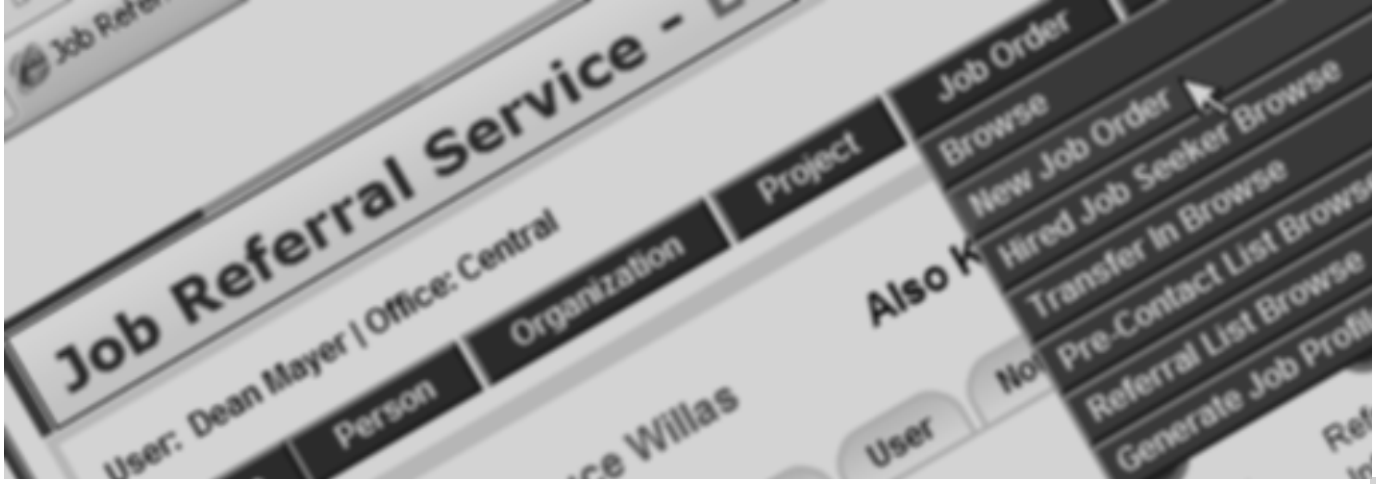
Job Referral System
for
Unions, Referral Agents and Verifiers



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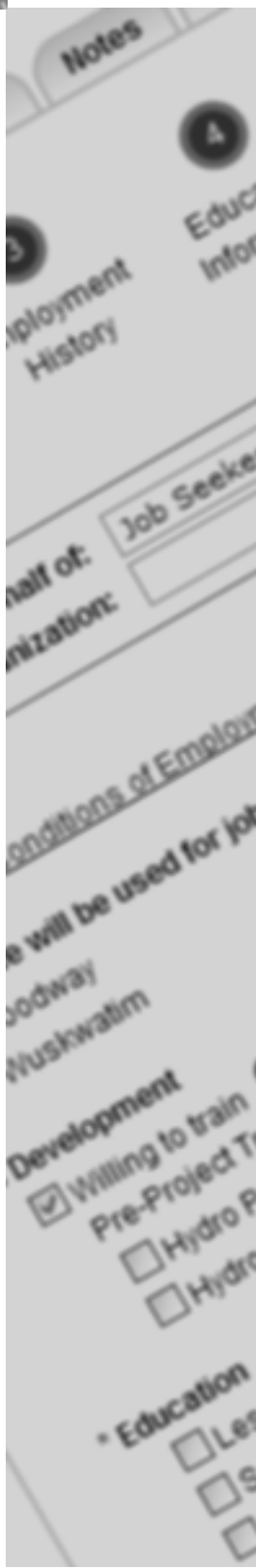

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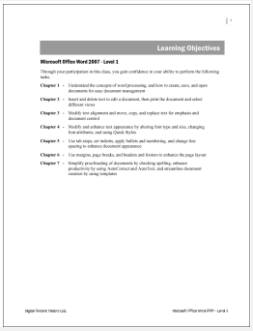
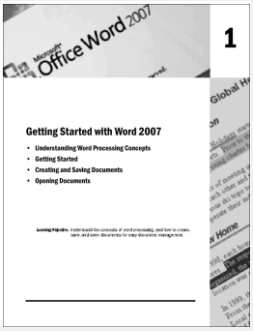
About This Guide

This guide contains the following items:

	***Learning Objectives***	*A description of the software applications and tasks that participants will gain confidence in using.*
	***Guide Chapters***	*The course content delivered in the training session, including supporting materials and procedural tasks.*
	Supporting Materials	*Conceptual and procedural content is used to provide adult learners with an understanding of features and functionality. These materials may also be referenced after the training session.*
	Activities	*Hands-on exercises developed to allow instructors and seminar participants the opportunity to practice performing real-life tasks using the Job Referral System (JRS) for Project Managers.*

Guide Architecture

Three main components are used repeatedly in each chapter of this Student Guide. Each component is used in a building block approach to help participants master the skills required to later apply tasks in real life. The components are listed below:

Concepts describe the purpose of a feature or a function of the application. Other elements such as tips, notes, Terminology tables and graphics may also be found within the concept portion of a chapter.

Procedures outline general steps required to perform a task. They may be used both during and after the course for reference. Throughout the courseware, procedures appear in the following format:

PROCEDURE

Logging in to the JRS

1. Start your computer and log in to the domain according to the normal process.
2. Double-click the Internet Explorer icon on your Desktop to start Internet Explorer.
   Internet Explorer appears on the screen.
3. Log in to the JRS.
   a. Type the URL address https://**jrs.weblink.gov.mb.ca** in the Address bar and press **ENTER**.
      The WebLink page appears.
   b. Type the User Id that has been assigned to you.
   c. Type your personal pin and passcode. Click Login.
      The Welcome page appears.

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Activities provide a real-life scenario and instructional steps to help the participant perform tasks during the course. This practical application of tasks allows you to gain confidence in performing similar tasks in a real-life situation. Throughout the courseware, exercises appear in the following format:

Activity 2-A – Entering Organizational, Office, and User Data

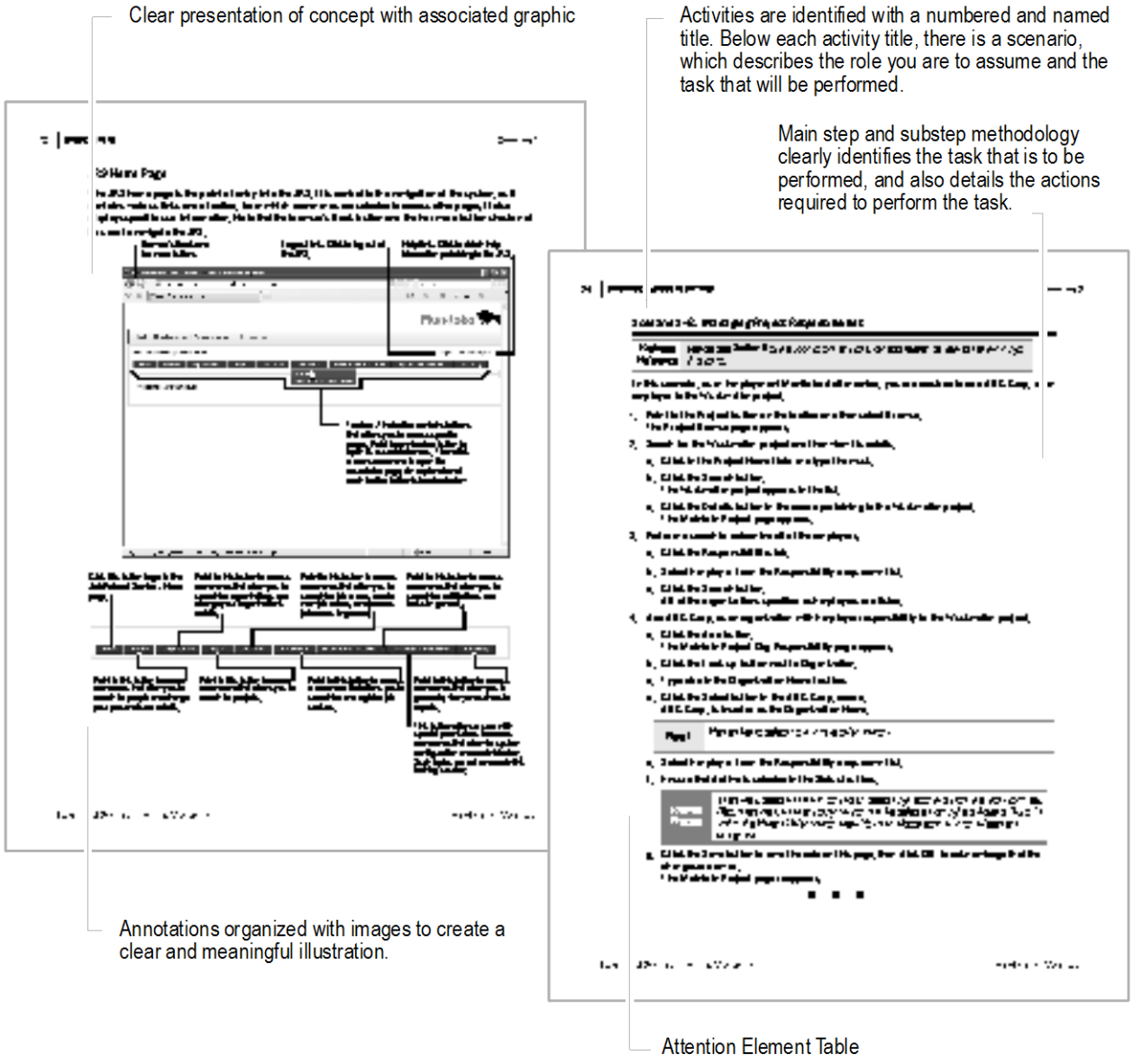
In this activity, as an Employment Manitoba staff member, you are required to enter organizational details on behalf of ABC Corp. (an employer) into the JRS. You first enter the organization's name and its two branch offices. You then enter the details of four users from those offices, including their User Ids and user roles, which will permit access to the JRS. Then you specify the primary contact for ABC Corp. The organizational details to be entered are:

1. Point to the Organization button on the toolbar and then select Browse.
2. Perform a search to confirm that ABC Corp. has not been entered previously.
   a. Click in the Organization Name field and type ab.
   b. Click the Search button.
      No search results are found, which confirms that ABC Corp. is currently not entered in the JRS.

■ ■ ■

Guide Architecture

The following example displays two sample pages with annotations indicating different components and elements of the guide.


Clear presentation of concept with associated graphic
Activities are identified with a numbered and named title. Below each activity title, there is a scenario, which describes the role you are to assume and the task that will be performed.
Main step and substep methodology clearly identifies the task that is to be performed, and also details the actions required to perform the task.
Annotations organized with images to create a clear and meaningful illustration.
Attention Element Table

Guide Conventions

Keyboard Actions

Names of keys are bold. For example: Press **ENTER**.

Key combinations are also bold. For example: Press **CTRL+HOME**.

Mouse Actions

Click	Press and release the left mouse button.
Double-click	Press and release the left mouse button twice in quick succession.
Right-click	Press and release the right mouse button.
Double-right-click	Press and release the right mouse button twice in quick succession.
Drag	Hold the left mouse button down while moving the mouse.
Right-drag	Hold the right mouse button down while moving the mouse.

Note that within Activities, **bold** characters represent buttons or menu commands that are to be clicked or selected.

Attention Element Tables

These tables appear throughout the courseware material to highlight items of importance.

Business Reference - Located below each activity title, it indicates the section and document you may reference concerning business process content, not directly related to the use of the JRS.

Business Reference	*Please see **Section A** of the Business Reference Guide for business reference details pertaining to this topic.*

Business Process - Located anywhere in the courseware, it explains each generic business process as it relates to the functionality of the JRS.

Business Process	*You must perform a search for an organization before you can enter it into the JRS. This process helps to ensure that duplicate organizations are not entered into the JRS.*

Alternative Method - Located anywhere in the courseware, it explains other options or buttons which, if selected, may result in the task following a different path or result.

Alternate Method	*Note that you could click the **Save and Return to SP List** button instead to select another skills profile and specify the details.*

Learning Objectives

Job Referral System for Unions, Referral Agents, Verifiers

Through your participation in this class, you will gain confidence in your ability to perform the following tasks.

Chapter 1 - Understand the purpose of the Job Referral System and learn how to log in to, search, and navigate the JRS user interface.

Chapter 2 - Learn how to edit your organization details, including offices and users.

Chapter 3 - Learn how to refer registered job seekers, register and refer a new job seeker, verify a job seeker's document and view notifications.

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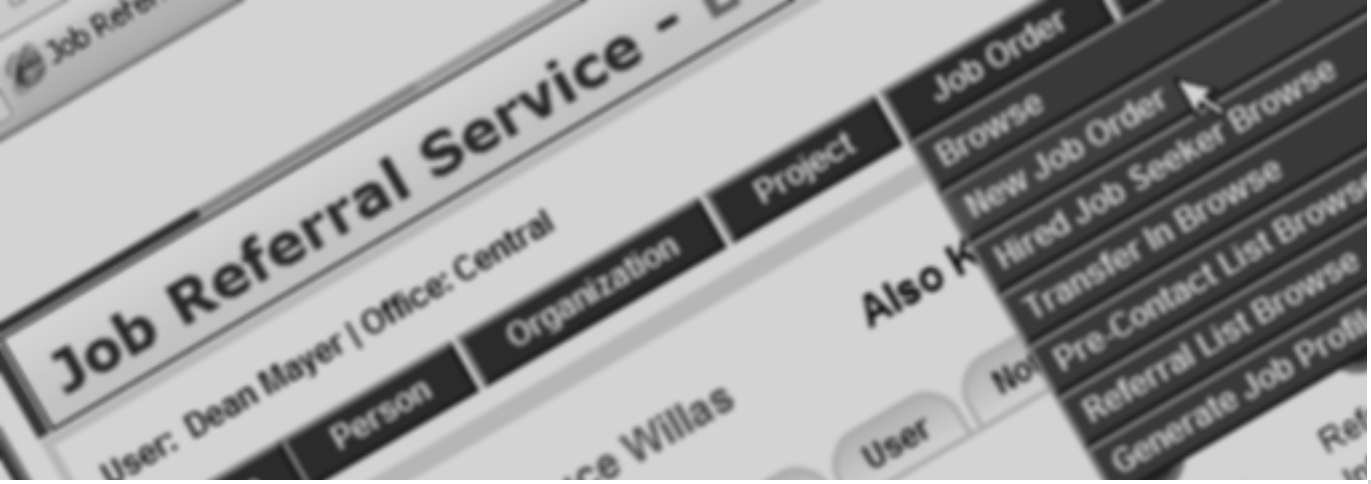

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Getting Started

- Job Referral System and Training Overview
- Initial Access to the Manitoba WebLink and JRS
- Accessing the JRS
- JRS Home Page
- Searching the JRS (Job Seeker Data and Reports)
- Common Page Elements
- JRS Courseware Training Design and Data

Learning Objective: Understand the purpose of the Job Referral System and learn how to log in to, search, and navigate the JRS user interface

Job Referral System and Training Overview

In March 2007, a team from Employment Manitoba and Protegra (the company awarded the development contract) began construction of the new Job Referral Service system (JRS). The team's mandate was to ensure the new system would meet:

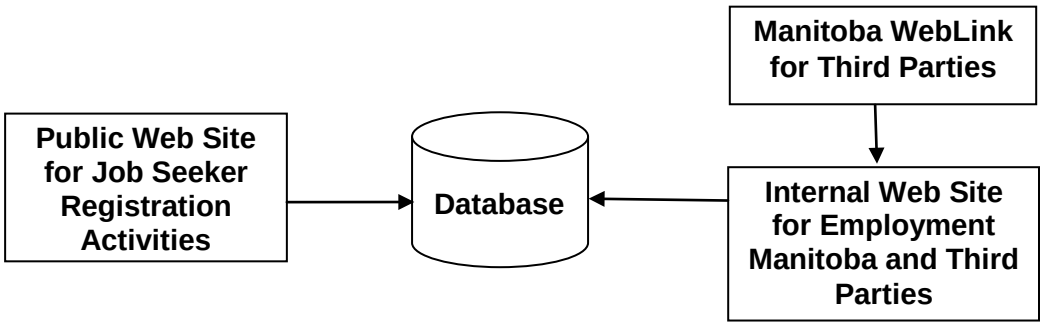
- Hydro's requirements to deliver services for all projects as per the BNA
- Floodway's requirements to deliver services for the Manitoba Floodway Authority project

In terms of functionality, the team also worked to ensure that the system maintained:

- On-line capability for job seekers and third parties
- Flexibility to add future projects
- A managed workflow component to assist users in doing their JRS work
- Reporting capability

This hands-on training curriculum has been designed with all users in mind, and while the underlying makeup of the system is intricate, this will be transparent to the users. Our goal in development of the JRS was to ensure that all fundamental activities, such as registration and job order creation, would become more efficient and effective as users became more and more familiar with the tool.

During training we will focus on the "Internal Web Site" where some of the job seeker registrations and all job order activities will be performed. The Public Web Site will be accessed by job seekers wishing to complete their own on-line registration, and is, for the most part, an identical reproduction of the registration activities found in the Internal Web Site.


Manitoba WebLink for Third Parties
Public Web Site for Job Seeker Registration Activities
Database
Internal Web Site for Employment Manitoba and Third Parties

The JRS system is an internet-based application. Third Party users such as employers, unions, registration agencies, will access the JRS Internal Web Site through the Manitoba WebLink. Employment Manitoba staff has direct access to the JRS Internal Web Site. All users will access the JRS by entering a JRS User Id and Password. Each user will be able to perform certain functions based on their assigned role(s). For example, individuals who only perform job seeker registrations, will have limited "read only" access to job order activity. However, Thompson Support Unit staff will access both registration and job order activities, along with some administrative functions which would include password resets and employer organization creation.

The structure of the JRS is hierarchical. The top of the hierarchy would begin with the creation of a project, such as Wuskwatim. Each project would involve various organizations such as employers, unions, and job seeker registration agencies.

One of the key things users will learn about is the workflow component of the JRS, which is very important in their JRS activities. This new feature is based on a notification and task process triggered by a specific event in the system. For example, when a job order is approved, the employer, the union specified in the job order will receive a notification advising them that there is a new job order.

We hope you find this training helpful and easy to follow. Please contact your support services about any questions or concerns you may have.

Employment Manitoba

Manitoba WebLink and the JRS

The Job Referral Service (JRS) system is an internet-based application requiring two logins. First, using Internet Explorer, you log into the Manitoba WebLink site that hosts the JRS system. From here, you access the JRS system and log into it using the User Id and Password you have been provided.

The first login step will require an additional piece of equipment provided to you for entering data into the JRS system called a **Security Token (FOB).** The use of the Security Token (FOB) will allow you into the Manitoba WebLink site before being given the option to log into the JRS system. The successful login to the Manitoba WebLink site via the Security Token (FOB) will always be the first step before the option to log into the JRS system.

Security Token (FOB)	*A security token is a small hardware device that the owner carries to authorize access to a network service. The device used by The Manitoba Government is in the form of a commonly used object such as a key fob. Security tokens (FOB) provide an extra level of assurance through a method known as two-factor authentication: the user has a personal identification number (PIN), which authorizes them as the owner of that particular device; the device then displays a number which uniquely identifies the user to the service, allowing them to log in. The digital numbers for each user is changed frequently, usually every minute or so.* *A Security token (FOB) is practical and easy to carry, and thus, easy for the user to protect. Even if the key fob falls into the wrong hands, however, it can't be used to gain access because the PIN (which only the rightful user knows) is also needed.*

Requirements for Logging into Manitoba WebLink

The first time you log into Manitoba WebLink, you will be required to create a PIN to be used together with the digital numbers from the Security Token (FOB) to get to the JRS system login screen.

Prior to being able to log into Manitoba WebLink,

1. You have:
    a. provided JRS with a signed registration from your organization agreeing to the use of the JRS system on-line and your user information
    b. been issued a Manitoba WebLink Security Token (FOB), and User Id by Manitoba Entrepreneurship, Training and Trade (ETT).
2. You will need:
    a. Access to the Internet. Hi-speed (e.g. DSL) internet access is recommended.
    b. A 32 or 64 bit version of Windows (Windows XP, Vista, Windows 7).
    c. Access to the Internet Explorer, Safari or Fire Fox web browser. If you have any questions, please contact the JRS.
3. It is recommended that your monitor resolution be set at a minimum of 1024 by 768 pixels.

The Manitoba WebLink Security Token (FOB) is the property of The Manitoba Government. Any changes to your organization staff using the Manitoba WebLink Security Token (FOB) should be reported to the JRS. Each Security Token is the responsibility of your organization. Each authorized user that requires access to the JRS system will be provided their own personal Security Token (FOB) that will be provided based on personal information submitted through the JRS registration form.

It is important that you return the Manitoba WebLink security token to the JRS at the expiration of your contract on the project or changes to the JRS user in your organization.

Security Token Precautions

1. Never reveal the PIN that you created. Do not write it down.
2. If you think someone has learned your PIN, notify the Job Referral Service by email at jobreferralservice@gov.mb.ca or phone 1-866-332-5077.
3. Do not let anyone access the Manitoba WebLink under your identity (i.e. log in with your User Id, PIN and the Passcode number from your Security Token).
4. Always logout of the Manitoba WebLink when you are finished using it.
5. Your Security Token contains delicate and sophisticated instrumentation. The casing, LCD, and silicon chip will break if abused. Do not immerse it in liquids, expose to extreme temperatures, or bend it.

If you have connectivity issues or **forget** your Manitoba WebLink User Id and Passcode or any other issues with the Manitoba WebLink, contact:

Business Hours:
Monday to Friday
8:30 a.m. to 4:30 p.m.
JRS
Email: jobreferralservice@gov.mb.ca.
Phone: 1-866-332-5077

Off Business Hours:
The Manitoba Government ICT Service Desk
Phone: 926-3400 or 1-888-281-1139

Contacting the Manitoba Government ICT Service Desk

If you require assistance with the Security Token passcode reset or connectivity issue with the Manitoba WebLink after business hours, you need to contact the Manitoba Government ICT Service Desk. When calling the ICT Service Desk, you need to identify yourself as authorized third party user or external user. You will also need the following

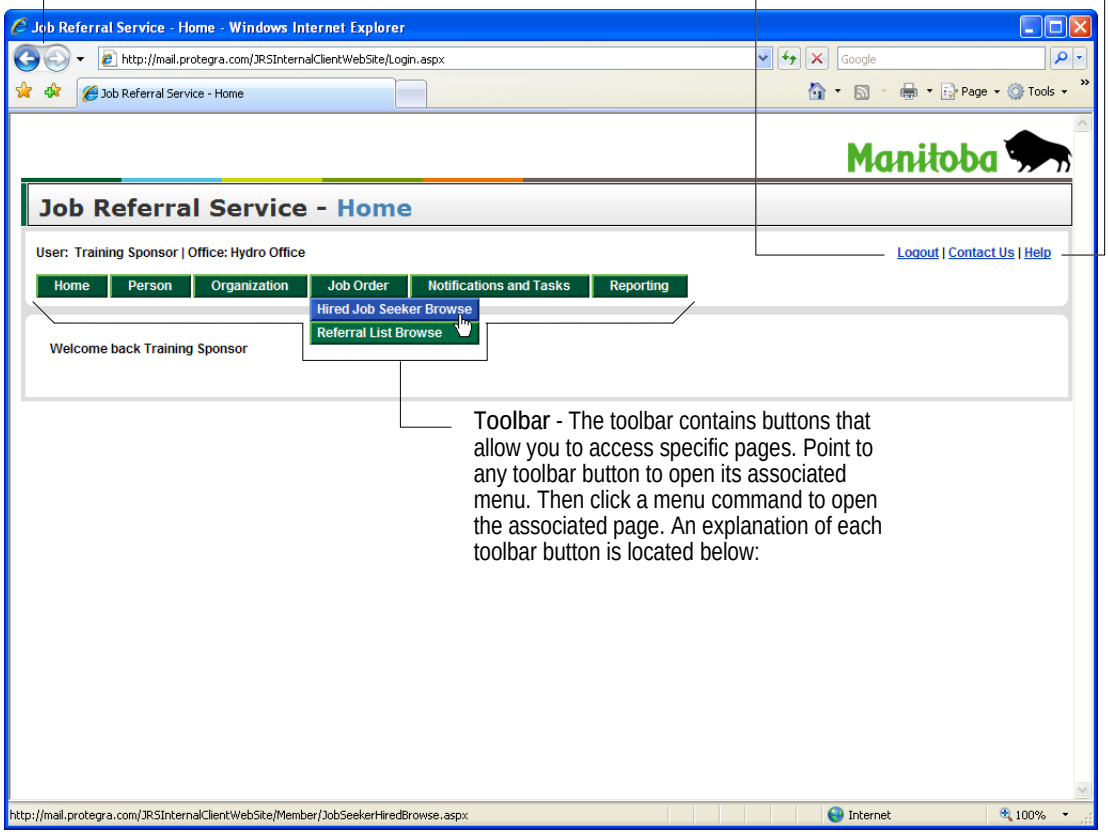
1. Your user name
2. The Security Token serial number (located on the back of the FOB)

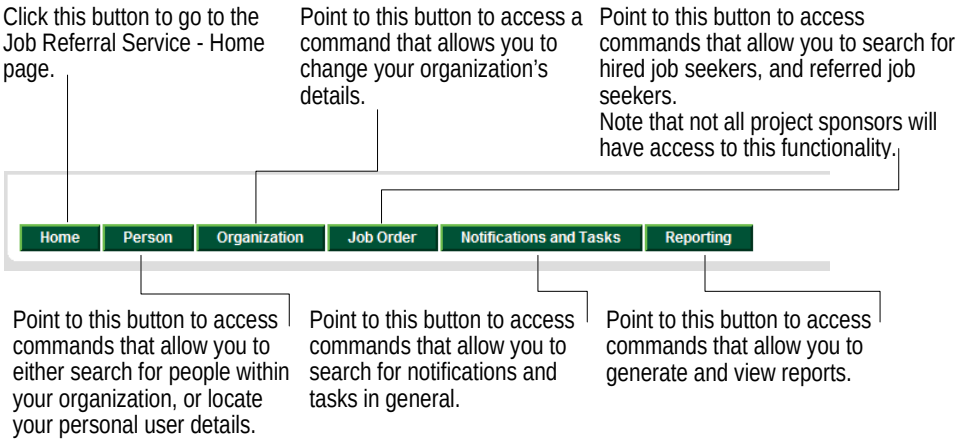
Note!	*The ICT Service Desk cannot reset your **JRS** password. Please contact the JRS to reset your **JRS** password.*

JRS Home Page

The JRS home page is the point of entry into the JRS. It is central to navigating the system, as it contains various links and a toolbar, from which commands are selected to access other pages. It also displays specific user information.

Note!	*The browser's **Back** button and **Forward** button should not be used to navigate the JRS.*


Browser's Back and Forward buttons
Logout link - Click to log out of the JRS.
Help link - Click to obtain help information pertaining to the JRS.
Job Referral Service - Home - Windows Internet Explorer
http://mail.protegra.com/JRSInternalClientWebSite/Login.aspx
Job Referral Service - Home
Manitoba
Job Referral Service - Home
User: Training Sponsor | Office: Hydro Office
Logout | Contact Us | Help
Home
Person
Organization
Job Order
Notifications and Tasks
Reporting
Hired Job Seeker Browse
Referral List Browse
Welcome back Training Sponsor
Toolbar - The toolbar contains buttons that allow you to access specific pages. Point to any toolbar button to open its associated menu. Then click a menu command to open the associated page. An explanation of each toolbar button is located below:
http://mail.protegra.com/JRSInternalClientWebSite/Member/JobSeekerHiredBrowse.aspx
Internet
100%


Click this button to go to the Job Referral Service - Home page.
Point to this button to access a command that allows you to change your organization's details.
Point to this button to access commands that allow you to search for hired job seekers, and referred job seekers.
Note that not all project sponsors will have access to this functionality.
Home
Person
Organization
Job Order
Notifications and Tasks
Reporting
Point to this button to access commands that allow you to either search for people within your organization, or locate your personal user details.
Point to this button to access commands that allow you to search for notifications and tasks in general.
Point to this button to access commands that allow you to generate and view reports.

Searching the JRS (Job Seeker Data and Reports)

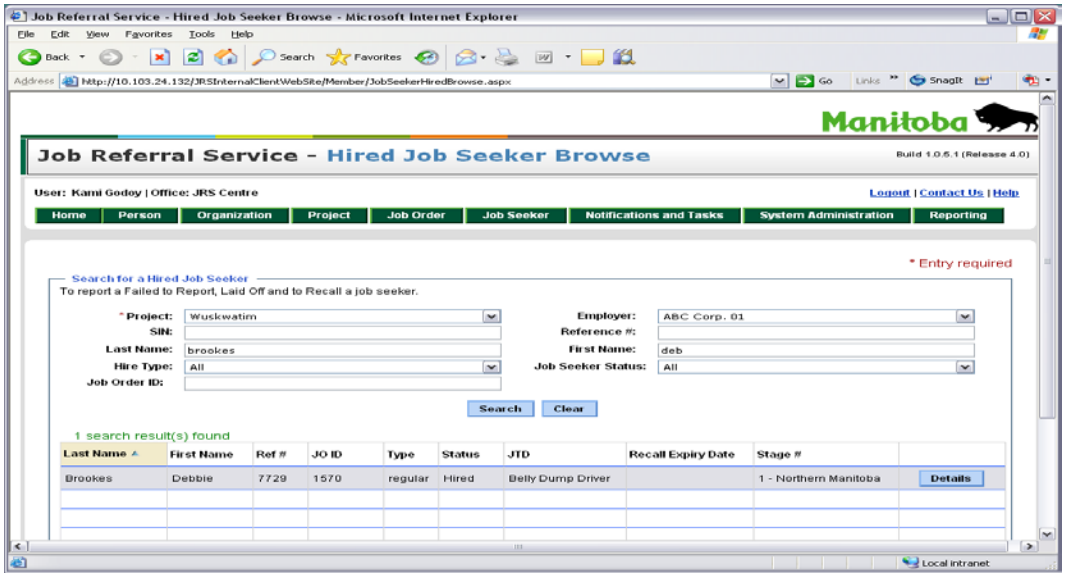
Upon selecting a command from one of the toolbar buttons, you will likely notice that the page that appears is form-like in appearance. This is a common occurrence because the JRS is used to review data, enter data, and edit data.

Much of the functionality that you will use in the JRS involves locating data (records) in the form of job order, hired or referred job seekers (assuming that you have been provided with that level of functionality), and reports. As a result, you may find yourself performing searches in the JRS, which will require you to enter search criteria to locate the desired job order, job seeker(s) and/or reports.

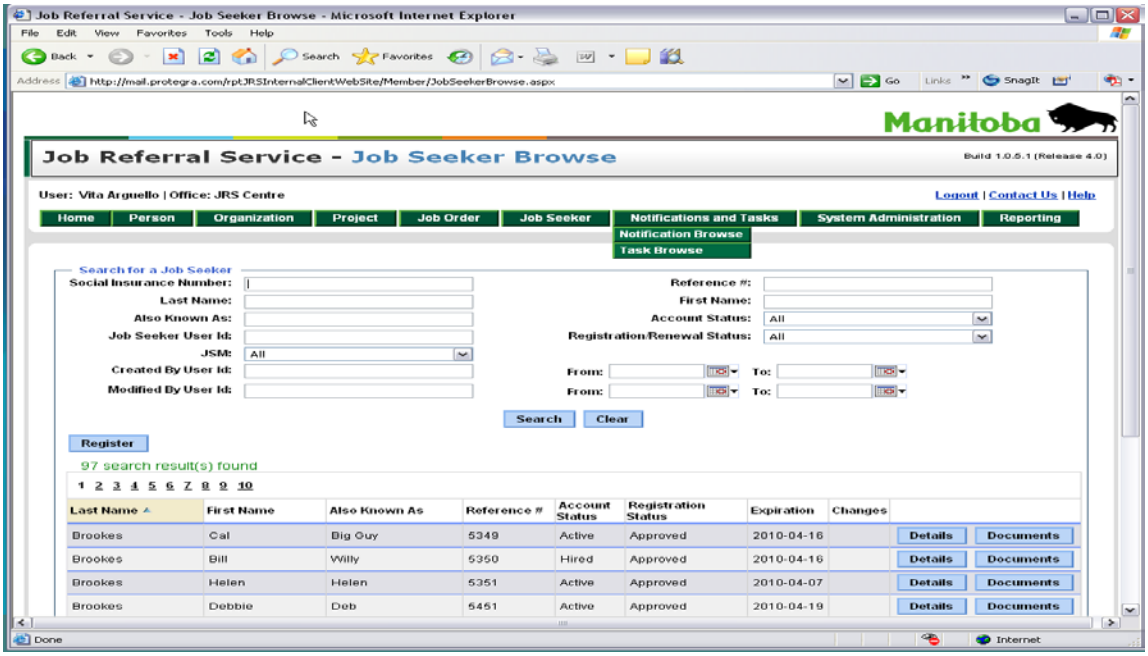
There are a few search guidelines that you can follow to more effectively locate the records.

- Generally, you will enter or select criteria within a browse page to query the data that you wish to display. A search is initiated by clicking the **Search** button.
- Search criterion is not case sensitive. For example, using “benson” to locate a last name would return records containing uppercase characters, lowercase characters, or both, such as: benson, Benson, BENSON.
- You need not enter the entire text string or words for the data you wish to locate. For example, using “ben” to locate a last name would return records such as: Ben, Benson, Benjamin, Corben, etc. Such searches are called “fuzzy searches”.
- Enter more criteria (as required) to perform more specific searches, thus resulting in few records returned. Such searches require that all criteria match.
- Use the most effective criterion to locate the records you desire. For example, using a job order number to locate a job order is more effective than using the job order type.

Below is an example of a search where a hired job seeker named Debbie Brookes was located. In the example below, you will see that “deb” (a shortened text string) was entered in the First Name field and that “brookes” was entered in the Last Name field. In both instances, lowercase characters were also entered. Also, you will notice that Wuskwatim was selected from the Project drop-down list and ABC Corp.01 was selected from the Employer drop-down list.



JRS will return up to 500 search results. Search results will be displayed in a grid with rows and columns with 10 results per page. The searches are generally sorted based on the first column, e.g. Last Name column in the Job Seeker Browse page. You can change the sort base by clicking on title of the column you want the sorting to be based, e.g. Reference #. The ascending or descending order of the sorting can be changed by clicking on the title of the sort base column.

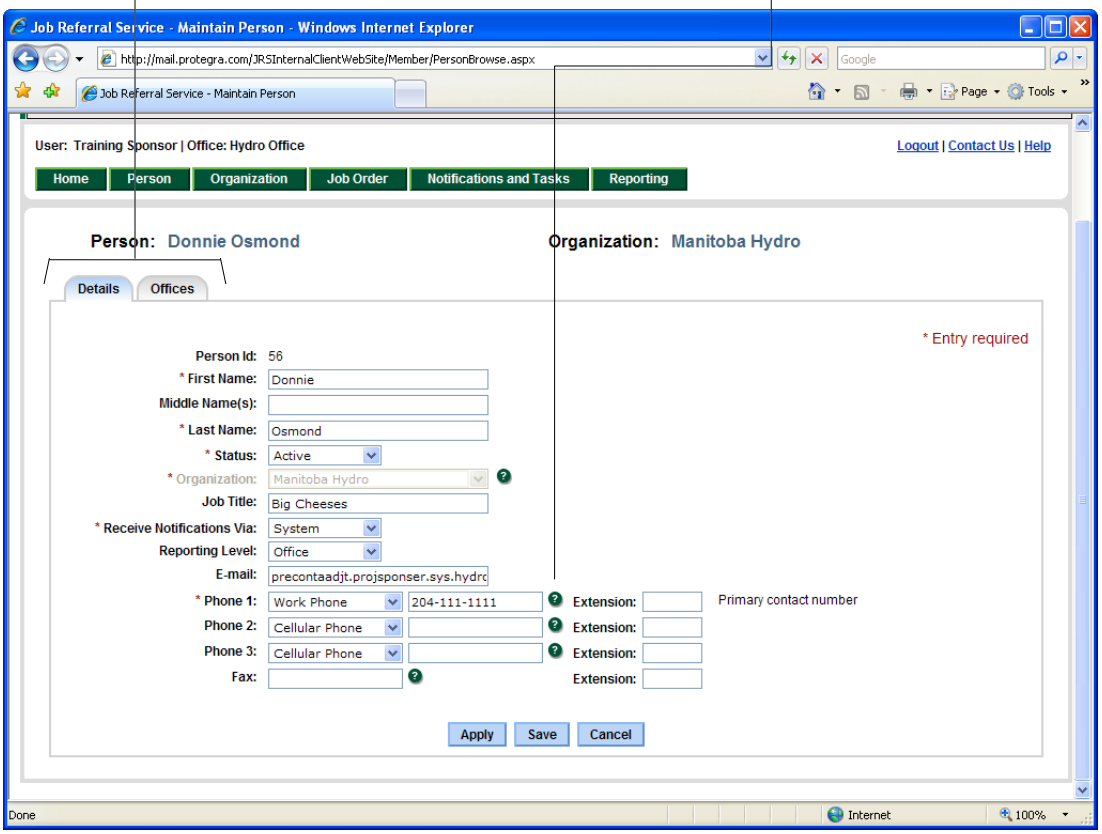


Common Page Elements

As you select commands from the toolbar and perform searches to locate records, you begin to navigate the JRS. While navigating, you will see various page elements that you will use to continue to navigate the system. In addition, you will see other page elements that are indicators to draw your attention to specific requirements.

Some pages contain tabs along the top of the page. Click a tab to view a different page that pertains to the same task or process as the current tab. For example, the **Details** tab below is active, which allows the entry or editing of the data pertaining a person. Clicking the **Offices** tab allows specific office details to be entered or edited.

Some pages contain a icon next to a data field. In this example, it is the **Phone 1** data field. When the mouse pointer is positioned over the icon, a box appears providing contextual help or specific instructions as they pertain to the data.



Some pages contain an asterisk symbol. This symbol indicates that a data selection or data entry is required in that data field.

Command buttons are one of the most common page elements. They are used to perform a variety of tasks. In this example, the **Apply** button saves any data additions or changes and keeps the current page active. The **Save** button saves any data additions or changes and navigates to the previous page. The **Cancel** button navigates to the previous page without saving any changes.

Command Buttons

As you work with the JRS, you will see various command buttons on the pages. The table below describes the function of the most common command buttons.

COMMAND BUTTON	DESCRIPTION
Search	Click this button after entering search criteria in text boxes (fields) as required to locate data, such as job seekers, projects, etc.
Clear	Click this button to clear the current search results, as well as clear the current search criteria from text boxes (fields).
Cancel	Click this button to close the current page without saving any changes.
Save	Click this button to **save the changes** on the current page **and return to the previous page**.
Apply	Click this button to **save** any data additions or **changes and keep the current page** active**.**
Edit	Click this button when the current page is not accessible (read only) to allow editing to take place.
Prev	Click this button to save the changes made in this page and to jump to the previous page. Note that you should not use the Internet Explorer's Back button to jump to the previous page.
Next	Click this button to save the changes made in this page and to jump to the next page. Note that you should not use the Internet Explorer's Forward button to jump to the next page.
Show All	Click this button to clear the current search criteria from text boxes (fields) and return all results.

Page Display

Users who have view access to the data, the page is displayed in a light, gray color. The fields are not available for data entry and only the buttons for navigating through the pages are available.

Users who can create, modify or edit data, the page is displayed in a darker color. The fields are available for data entry and command buttons are available for saving the data and navigating through the pages.

JRS Courseware Training Design and Data

The training materials that follow are primarily based on hands-on activities, which effectively facilitate adult learning.

The activities are based on scenarios describing mainly realistic situations where users will need to view records or perform tasks using the JRS.

In order to facilitate the completion of the tasks, a sample database of job seekers, organizations, offices, users, projects, and job orders has been created, primarily with the Wuskwatim project in mind.

Note!	*Due to the many layers within the JRS application, there may be time delay between actions. It is recommended that users allow up to 2 minutes in between each action to complete the data processing. Insufficient time in between actions may cause events to fail, for example, when recording a job seeker being Laid off Subject to Recall and requesting the recall of the same job seeker less than a minute apart will cause notifications not to be generated.*

Accessing the JRS (Regular Usage)

The JRS application is available seven days at week. It is maintained nightly between 2:00 a.m. and 6:00 a.m. If you access the JRS between those times, you may experience some problems. You may try to logon after 6:00 a.m.

It is important to note that business and technical support for the JRS shall be available between 8:30 a.m. and 4:30 p.m. Monday to Friday, excluding weekends and statutory holidays.

When you are no longer using the JRS, it is a good security practice to log out of the JRS and the Manitoba WebLink. Note that you will be logged out of the JRS automatically after approximately 60 minutes of inactivity.

If you forget your JRS login password, you can reset it by creating a new one. You will need to know your User Id, as well as the answers to challenge questions, in order to verify your identity. If you forget your User Id or the answer to the challenge question, you will need to contact the JRS by email jobreferralservice@gov.mb.ca or at 1-866-332-5077. You can also obtain the required e-mail or phone number by clicking the **Contact Us** link, located in the upper-right corner of the Job Referral Service Login page.

It is a good security practice to change you passwords periodically. The JRS maintains functionality that allows you to perform this task. You will be prompted to change your password every 90 days, assuming that you have not already done so within that period.

PROCEDURE

Logging in to the Manitoba WebLink for the First Time

If you are accessing Manitoba WebLink for the first time you will need to create a PIN. This PIN will be created once during this process and will be used every time you access the JRS.

Activity 1-A – Logging in to the Manitoba WebLink for the First Time

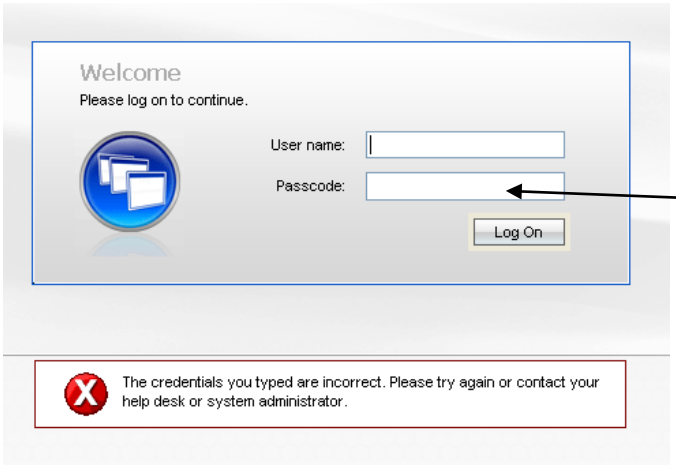
1. Open your Internet Browser (eg. Internet Explorer)
2. Type the URL address https://jrs.weblink.gov.mb.ca in the address bar and press **Enter**.

Webpage Error	*If presented with a Webpage error indicating "There is a problem with this website's security certificate". The User is to click on the option – "Continue to this website (not recommended)" and they will get the correct page for logging in to Weblink.*

The Manitoba WebLink page appears.

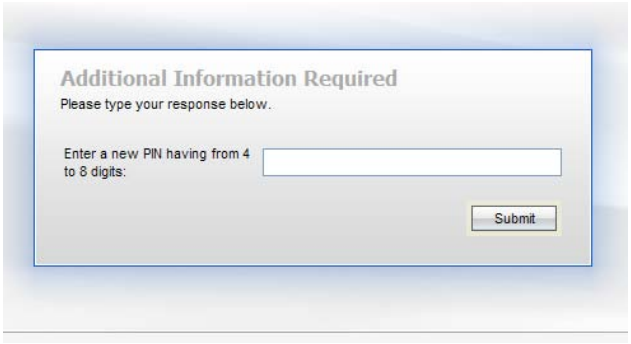
Activity 1-A – Logging in to the Manitoba WebLink for the First Time **Cont'd**

3. Enter your assigned **User name** and the **Passcode**, which is the digital 6-digit number displayed on the Security Token (FOB). Click the **Log On** button. If either is incorrect the following red error box will be displayed.

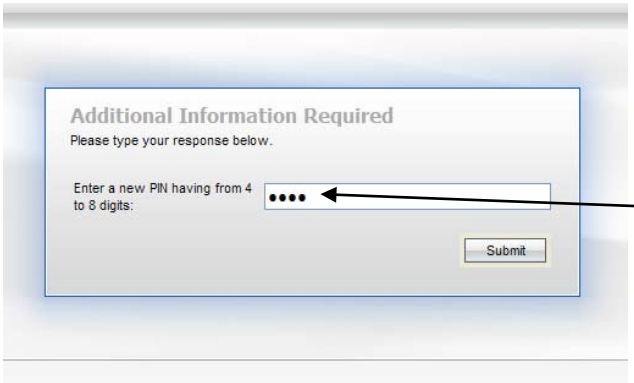

Welcome
Please log on to continue.
User name:
Passcode:
Log On
The credentials you typed are incorrect. Please try again or contact your help desk or system administrator.

The Passcode will be the digital 6-digit number displayed on the Security Token (FOB)

If entered correctly, the screen requesting Additional Information will be displayed, requesting the creation of a new PIN. You will use this screen to create a personal PIN.



4. Create and enter a personal or unique PIN that is 4 to 8 digits (example 5226) and then Click **Submit**.



As the example above shows, the digits that were entered here were 5226. Create your own unique identifying PIN.

Note!	*You will need to remember this 4 - 8 digit PIN from now on to access the Manitoba WebLink service. This 4 - 8 digit PIN that you create will always be the first sequence of digits of your Passcode, followed by the 6 digital numbers from the Security Token (FOB).*

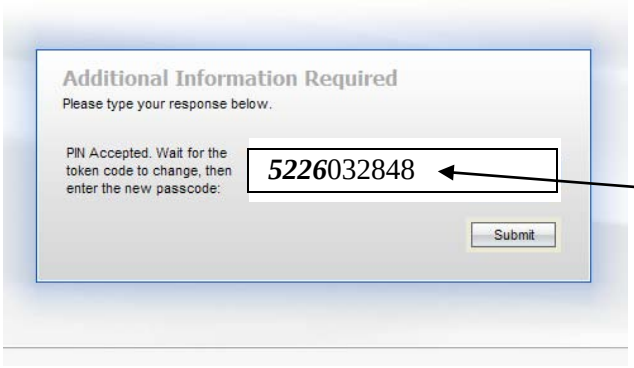
Activity 1-A – Logging in to the Manitoba WebLink for the First Time Cont'd

5. PIN Accepted screen displays. The following page will be displayed to notify that the PIN has been accepted. It is important to wait until the next change in digital readout on the Security Token (FOB) before proceeding on this screen.

Additional Information Required
Please type your response below.
PIN Accepted. Wait for the token code to change, then enter the new passcode:
Submit

It is important to note that the User must wait for the digital readout on the Security Token (FOB) to change from the original numerical value used in Step 3. Notice the change in the display shown on this Security T

Note!	*Remember to enter the 4 – 8 digit PIN that you created, followed by the 6 digits on the Security Token (FOB)*


Additional Information Required
Please type your response below.
PIN Accepted. Wait for the token code to change, then enter the new passcode:
5226032848
Submit

If the example above in #4 was used and the PIN created was **5226** successfully, then the Passcode to be entered to access the Manitoba WebLink would be: **5226**, followed by the new digital readout on the Security Token (FOB). The entry to the left is based on what is displayed on the Security Token (FOB) readout below, but the numbers you see will be different on the Security Token (FOB)

The JRS Log In page appears.

Frequency of Change of numerical display on the Security Token (FOB)	*On the Security Token (FOB) to the left of the digital number display, there are six horizontal bars. The bars indicate the amount of time remaining before the Security Token (FOB) refreshes the digital numerical Passcode. As the Passcode gets closer to refreshing, the bars decrease one at a time until the next code is displayed. This helps the user to see how much time is left for that current Passcode before the next one will display. If there are only one or two bars remaining, it is recommended that the user wait until the number refreshes before trying to enter their unique PIN and digital numerical Passcode just to ensure the number does not refresh in the middle of this process.* *The numbers will be refreshed every 60 seconds.*

☐ ☐ ☐

PROCEDURE

Logging in to the JRS for the First Time

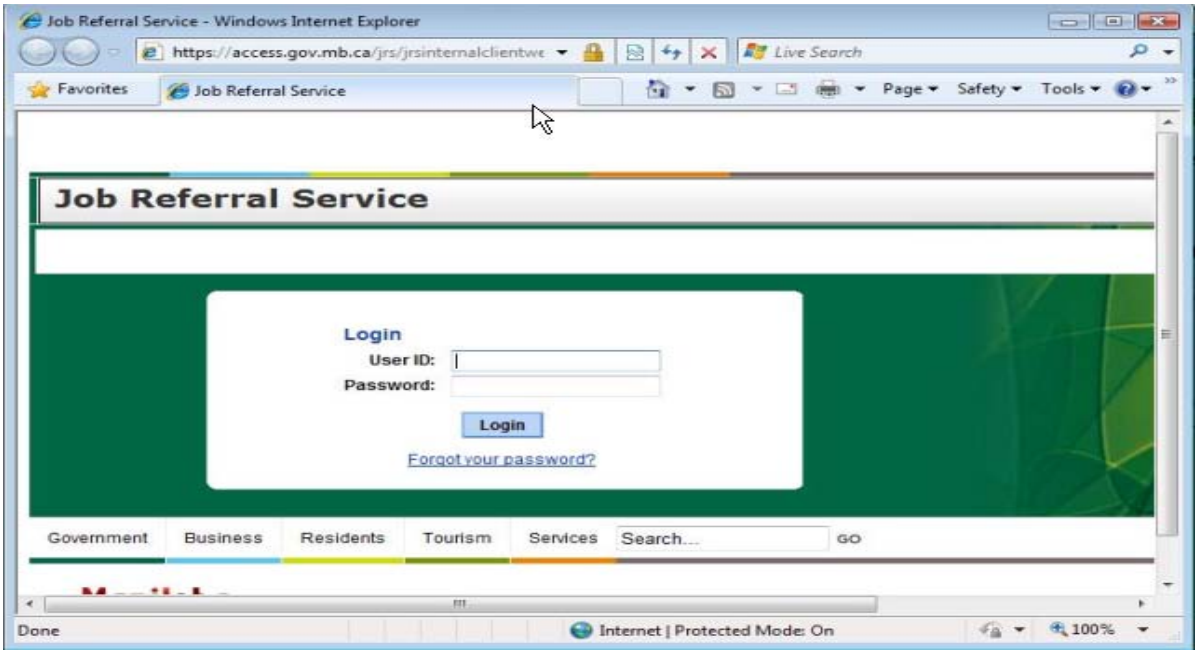
Prior to being able to log into the JRS System, you will be required to:

1. have successfully logged into the Manitoba WebLink using the Security Token (FOB)
   - Changed your temporary PIN to a 4 to 8 digit PIN that you will use in addition to the numerical readout on the Security Token (FOB)
2. have been issued a JRS user ID and a temporary Password
   - Changed your temporary password in the JRS System. This password will be the one that will be used for 90 days until you are prompted by the JRS to change your password again.

Note!	*You must be successfully logged into the Manitoba WebLink.*

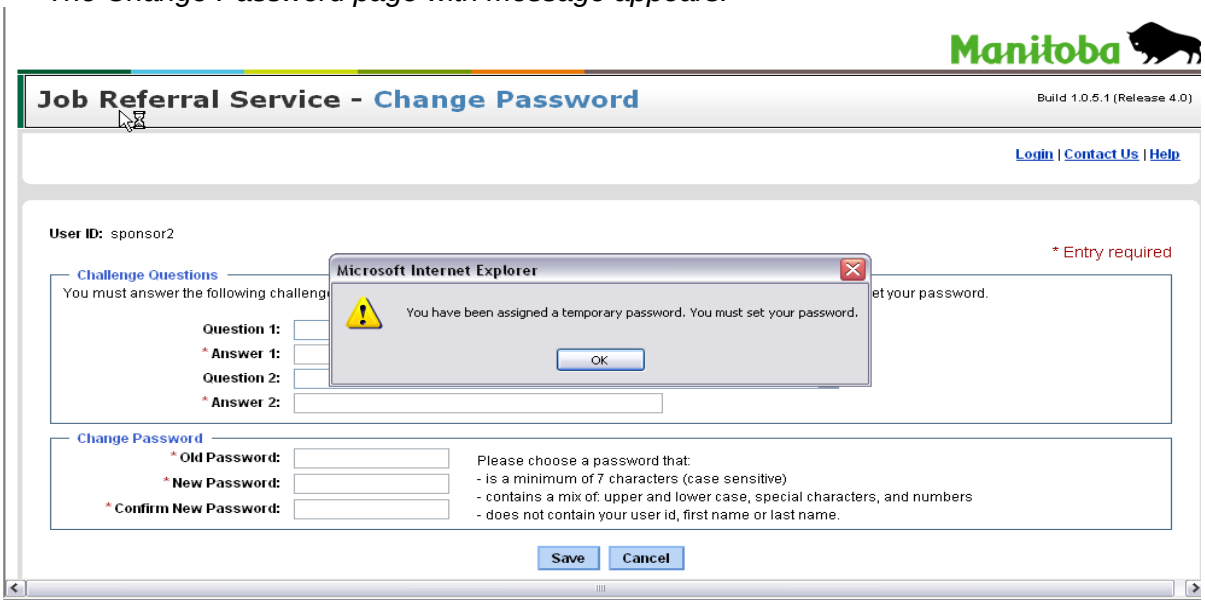
Activity 1-B – Logging in to the JRS for the First Time

1. Log into the Manitoba WebLink.
   The Job Referral Service Log On page appears.

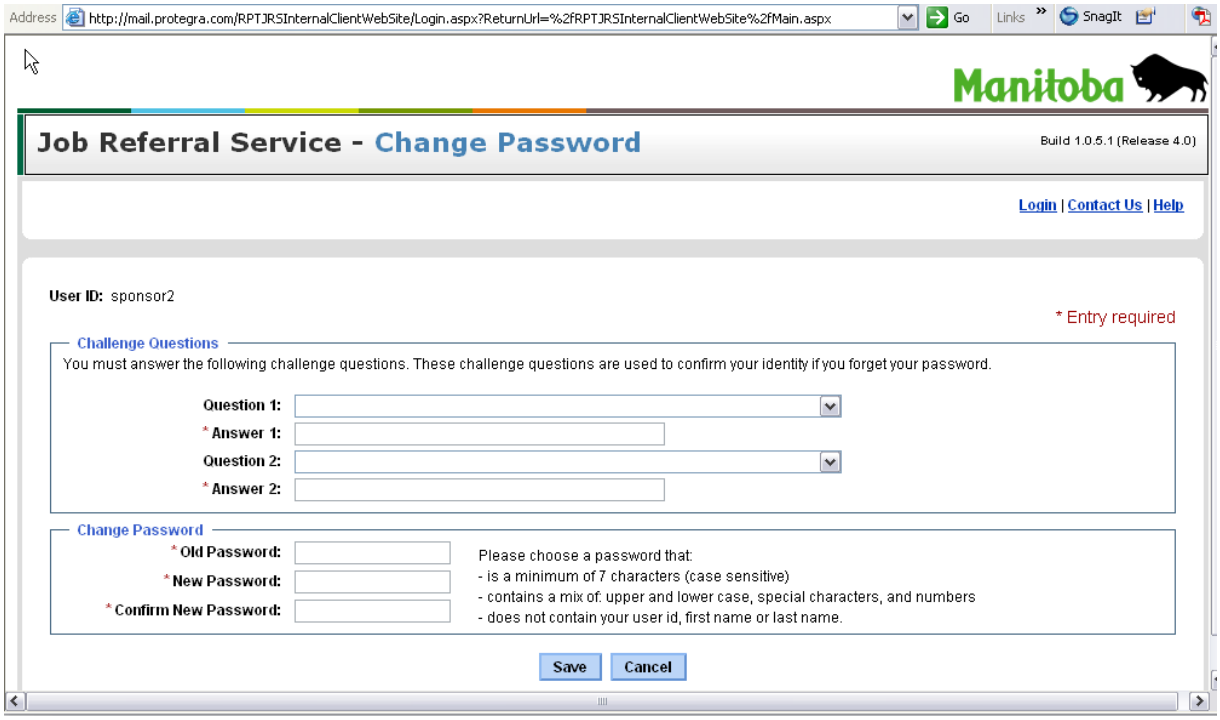


Activity 1-B – Logging in to the JRS for the First Time **Cont'd**

2. Type in your assigned JRS User Id and your temporary Password.
   The Change Password page with message appears.

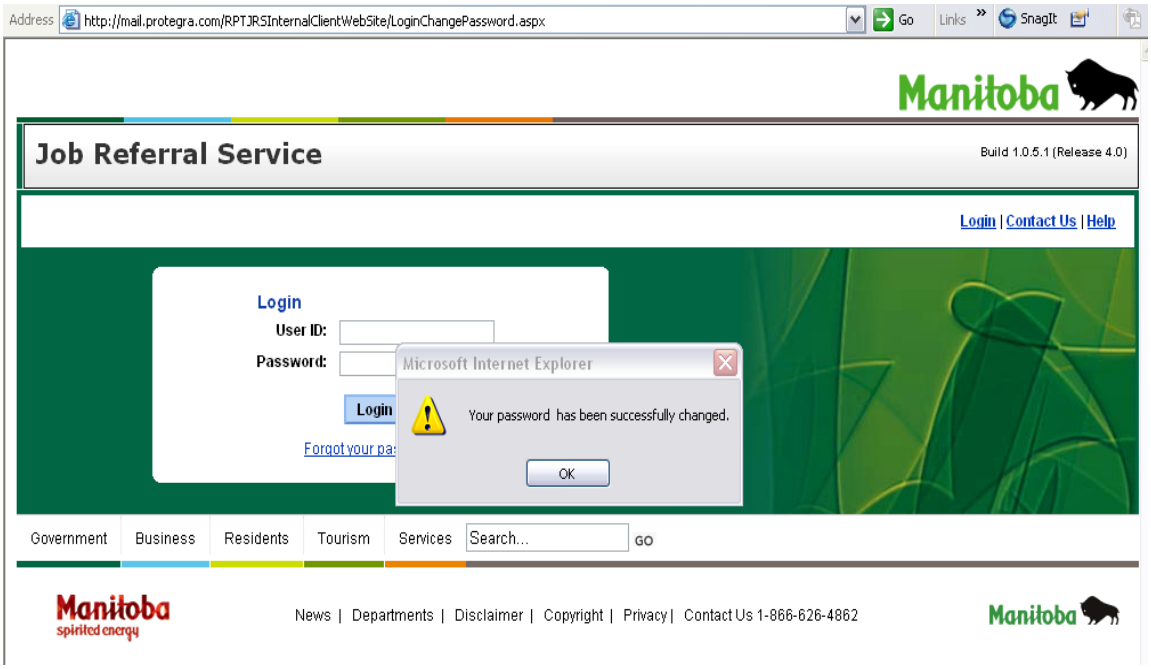

Manitoba
Job Referral Service - Change Password
Build 1.0.5.1 (Release 4.0)
Login | Contact Us | Help
User ID: sponsor2
* Entry required
Challenge Questions
You must answer the following challeng
et your password.
Microsoft Internet Explorer
You have been assigned a temporary password. You must set your password.
OK
Question 1:
* Answer 1:
Question 2:
* Answer 2:
Change Password
* Old Password:
* New Password:
* Confirm New Password:
Please choose a password that:
- is a minimum of 7 characters (case sensitive)
- contains a mix of: upper and lower case, special characters, and numbers
- does not contain your user id, first name or last name.
Save
Cancel

3. Click the **OK** button on the message.
   The Change Password page remains.

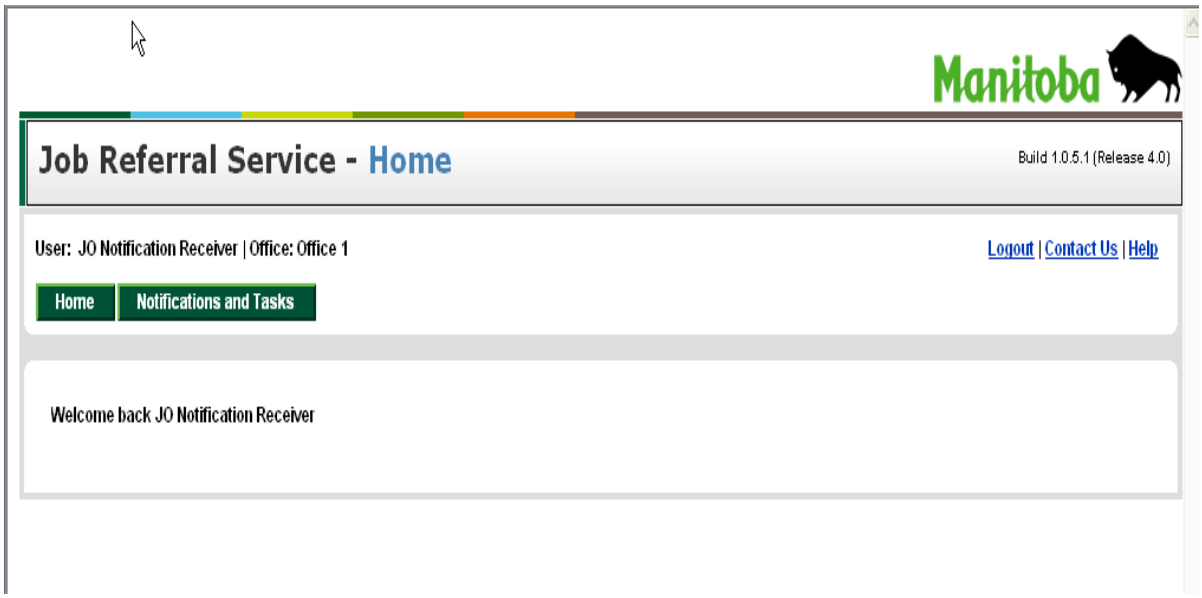

Address
http://mail.protegra.com/RPTJRSInternalClientWebSite/Login.aspx?ReturnUrl=%2fRPTJRSInternalClientWebSite%2fMain.aspx
Go
Links
SnagIt
Manitoba
Job Referral Service - Change Password
Build 1.0.5.1 (Release 4.0)
Login | Contact Us | Help
User ID: sponsor2
* Entry required
Challenge Questions
You must answer the following challenge questions. These challenge questions are used to confirm your identity if you forget your password.
Question 1:
* Answer 1:
Question 2:
* Answer 2:
Change Password
* Old Password:
* New Password:
* Confirm New Password:
Please choose a password that:
- is a minimum of 7 characters (case sensitive)
- contains a mix of: upper and lower case, special characters, and numbers
- does not contain your user id, first name or last name.
Save
Cancel

Activity 1-B – Logging in to the JRS for the First Time **Cont'd**

4. Complete the Change Password page by selecting your challenge questions and entering your Answers, enter the temporary password and new password and confirm new password. Click the **Save** button.
   The JRS Log On page with message appears.



5. Log in using your assigned JRS User Id and new Password. Click the **Login** button.
   Your Home page with message appears.


Manitoba
Job Referral Service - Home
Build 1.0.5.1 (Release 4.0)
User: JO Notification Receiver | Office: Office 1
Logout | Contact Us | Help
Home
Notifications and Tasks
Welcome back JO Notification Receiver

PROCEDURE

Logging out of the JRS

Activity 1-C – Logging out of the JRS

Logging out of the JRS will automatically Log Out of the Manitoba WebLink as well.

1. Click the **Logout** button at the top right corner to logout of JRS.
   The JRS Login page reappears.

2. Close the Window.
   Logging out of the JRS will automatically log you out of Manitoba WebLink also.

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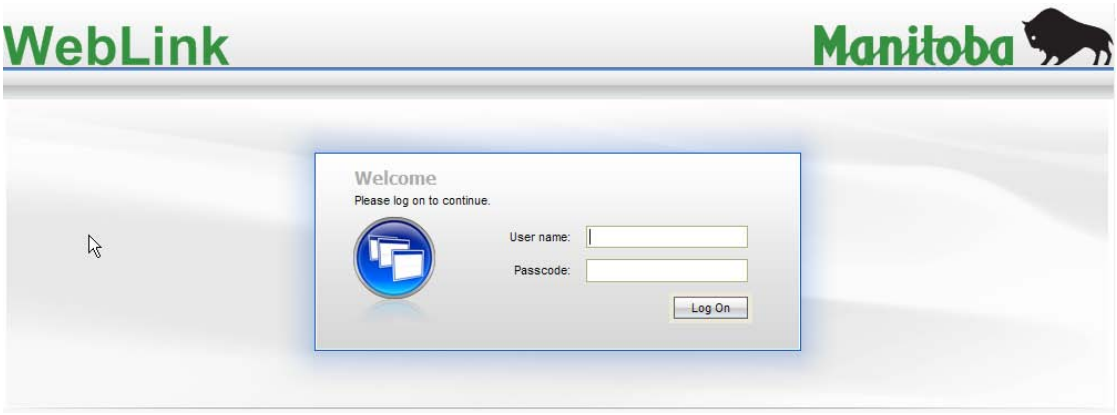
PROCEDURE

Logging in to Manitoba WebLink (Regular Usage)

Follow this process if this is not the first time you are accessing the JRS and if you have already completed the steps in Activity 1-A to create a Manitoba WebLink PIN and have been prompted to change your JRS Password.

Activity 1-D – Logging in to the Manitoba WebLink

1. Log in to the Manitoba WebLink.
   a. Type the URL address https://jrs.weblink.gov.mb.ca in the Address bar and press ENTER.
   The Manitoba WebLink page appears.



   b. Type your User name in the User name box.
   c. In the Passcode box type the personal PIN (e.g. 5226) you created in Activity 1-A, followed by the 6 digit numeric readout on the Security Token (FOB). (e.g. 5226XXXXXX)
   The JRS Log in page appears

Forgotten Password or Reset	*If you **forget** your Manitoba WebLink **User name** or **Passcode**, you will need to contact:* *Business Hours:* *Monday to Friday* *8:30 a.m. to 4:30 p.m.* *JRS* *Email: jobreferralservice@gov.mb.ca.* *Phone: 1-866-332-5077* *Off Business Hours:* *The Manitoba Government ICT Service Desk* *Phone: 926-3400 or 1-888-281-1139*

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PROCEDURE

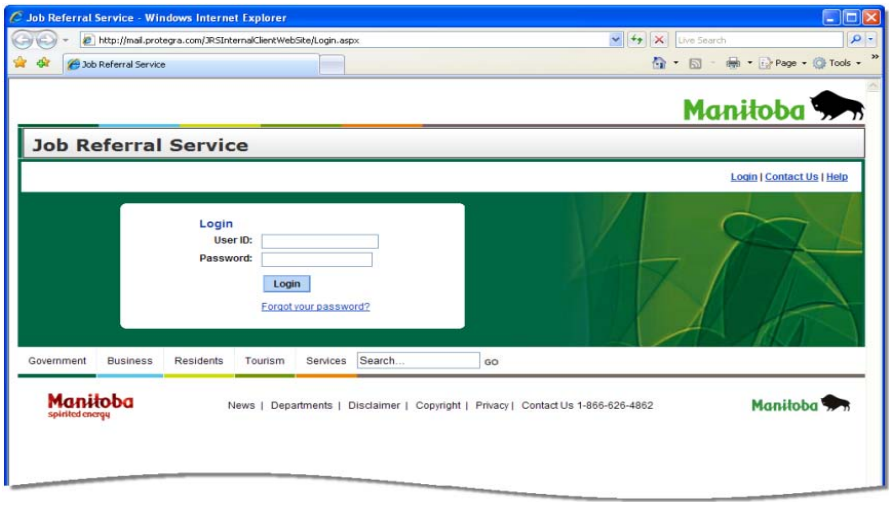
Logging in to the JRS (Regular Usage)

This process will be the first step required every time you log on to the JRS

Note!	*You must be successfully logged into the Manitoba WebLink.*

Activity 1-E – Logging in to the JRS

1. Log in to the Manitoba WebLink.
   The Job Referral Service Log In page appears.



   a. Type the User Id that has been assigned to you.
   b. Type the password that has been assigned to you.
   c. Click Login.
      The Welcome page will appear.

Note!	*The first time you log in to the JRS, you will do so with a temporary password. As instructed above in Activity 1B – Logging into the JRS the First Time you were required to create a new password. This new password is what will be used until the JRS prompts you to make a change. JRS will prompt for a password change after 90 days.* *If you need your JRS password reset, please contact JRS at jobreferralservice@gov.mb.ca or call 1-866-332-5077. The Manitoba Government* ***ICT Service Desk cannot reset JRS passwords****.*

Forgotten Password	*If you forget login Password, click on the Forgot your password? link to reset your password. You will need your User ID and answers to your challenge questions. Also see Activity 1-H Resetting your Forgotten JRS Password.*

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PROCEDURE

Logging out of the JRS

When you are no longer using the JRS, it is a good security practice to log out of the JRS and the Manitoba WebLink. Note that you will be logged out of the JRS automatically after approximately 60 minutes of inactivity.

Activity 1-F – Logging out of the JRS

1. Click the Logout link located at the upper-right corner of a page.
2. Close the Window.
   Logging out of the JRS will automatically log you out of Manitoba WebLink also.

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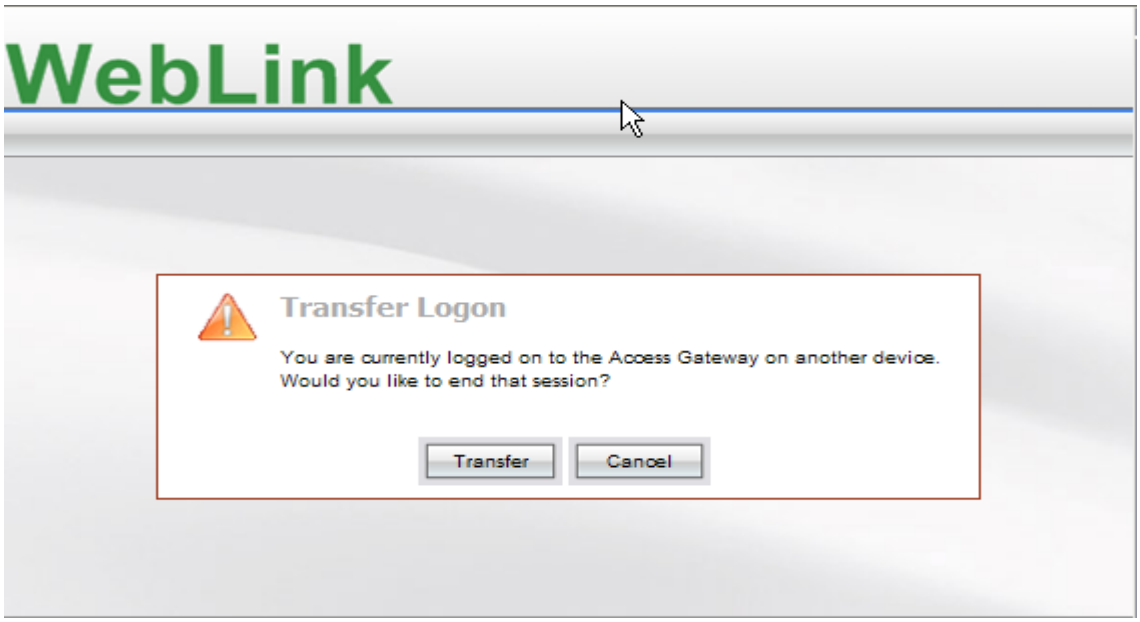
PROCEDURE

Re-Logging in to the Manitoba WebLink and JRS

As you log out of the JRS and close the Window, the Manitoba WebLink continues to run for another 10 minutes. When you try to log in to the Manitoba WebLink within that time frame, you will receive a Transfer Logon message.


WebLink
Transfer Logon
You are currently logged on to the Access Gateway on another device.
Would you like to end that session?
Transfer
Cancel

Activity 1-G – Re-Logging in to the Manitoba WebLink

1. Click the *Transfer* button on the Transfer Logon message.
   JRS Logon page appears.
2. Login to the JRS.

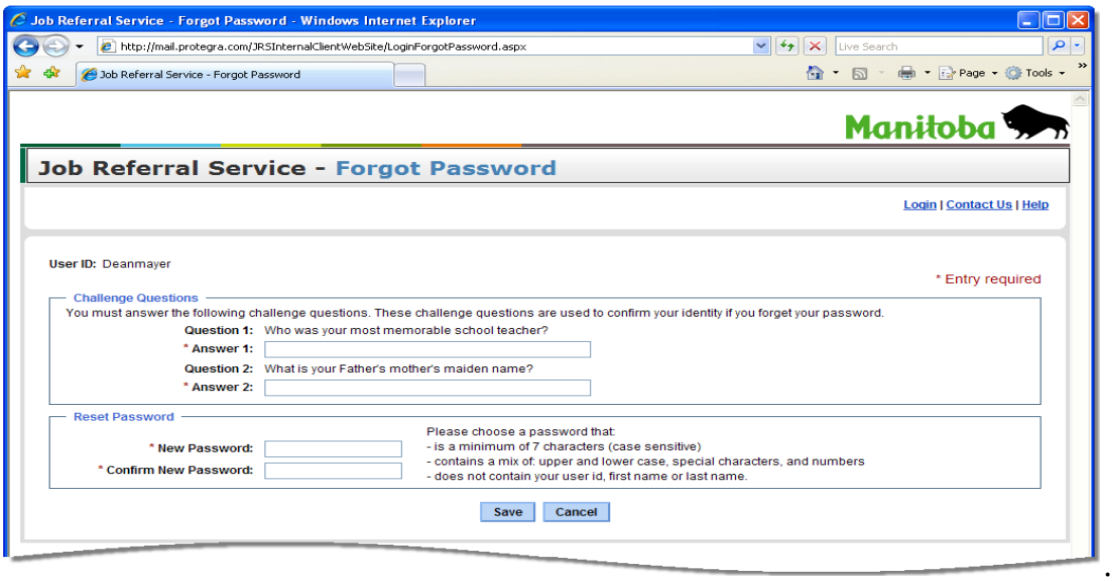
☐ ☐ ☐

PROCEDURE

Resetting Your Forgotten JRS Password

Activity 1-H – Resetting Your Forgotten JRS Password

1. Log on the JRS through the Manitoba WebLink site.
2. Click the **Forgot your password?** link.
   The Forgot Password page appears.
3. Type your User Id in the text box and click Continue.
   The Forgot Password page appears.


Job Referral Service - Forgot Password - Windows Internet Explorer
http://mail.protegra.com/JRSInternalClientWebSite/LoginForgotPassword.aspx
Job Referral Service - Forgot Password
Manitoba
Job Referral Service - Forgot Password
Login | Contact Us | Help
User ID: Deanmayer
* Entry required
Challenge Questions
You must answer the following challenge questions. These challenge questions are used to confirm your identity if you forget your password.
Question 1: Who was your most memorable school teacher?
* Answer 1:
Question 2: What is your Father's mother's maiden name?
* Answer 2:
Reset Password
* New Password:
* Confirm New Password:
Please choose a password that:
- is a minimum of 7 characters (case sensitive)
- contains a mix of: upper and lower case, special characters, and numbers
- does not contain your user id, first name or last name.
Save
Cancel

4. Type the answer to the first question in the Answer 1 text box.
5. Type the answer to the second question in the Answer 2 text box.

Business Process	*If you forget your User Id or the challenge question, you will need to contact the JRS by email at jobreferralservice@gov.mb.ca or call 1-866-332-5077.*

6. Type the new password in the New Password text box.
   Remember that the password should be a minimum of 7 characters (case sensitive). It should contain a mix of uppercase, lowercase, special characters, and numbers. Also, it should not contain your User Id, first name, or last name.
7. Type the new password again in the Confirm New Password text box.
8. Click the Save button.
   If the answers to the challenge questions are correct and the new password conforms to the guidelines, a message indicating that your password was successfully changed appears.
9. Click OK.
   You can now return to the Job Referral Service page to log in using the new password.

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PROCEDURE

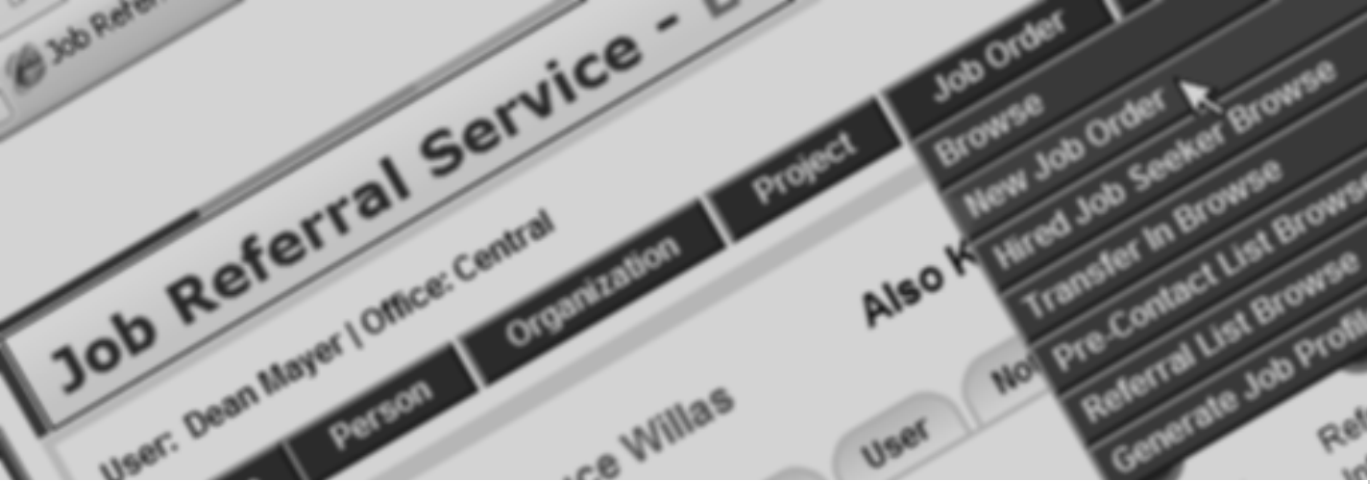
Changing Your JRS Password

It is a good security practice to change your passwords periodically. The JRS maintains functionality that allows you to perform this task. You will be prompted to change your password every 90 days, assuming that you have not already done so within that period.

Activity 1-I – Changing Your JRS Password

1. Log on the JRS through the Manitoba WebLink site.
2. Point to Person on the toolbar and select Person Details.
3. Click the User tab and then click the Change Password button.
   The Change Password page appears.
4. Type the current password in the Current Password text box.
5. Type the new password in the New Password text box.
   Remember that the password should be a minimum of 7 characters (case sensitive). it should contain a mix of uppercase, lowercase, special characters, and numbers. Also, it should not contain your User Id, first name, or last name.
6. Type the new password again in the Confirm New Password text box.
7. Click the Save button.
   If the new password conforms to the guidelines identified in step 5, a message indicating that your password was successfully changed appears.
8. Click OK.

■ ■ ■



Performing Administration Tasks

- Reviewing and Editing Your Organization, Offices, and Users Data

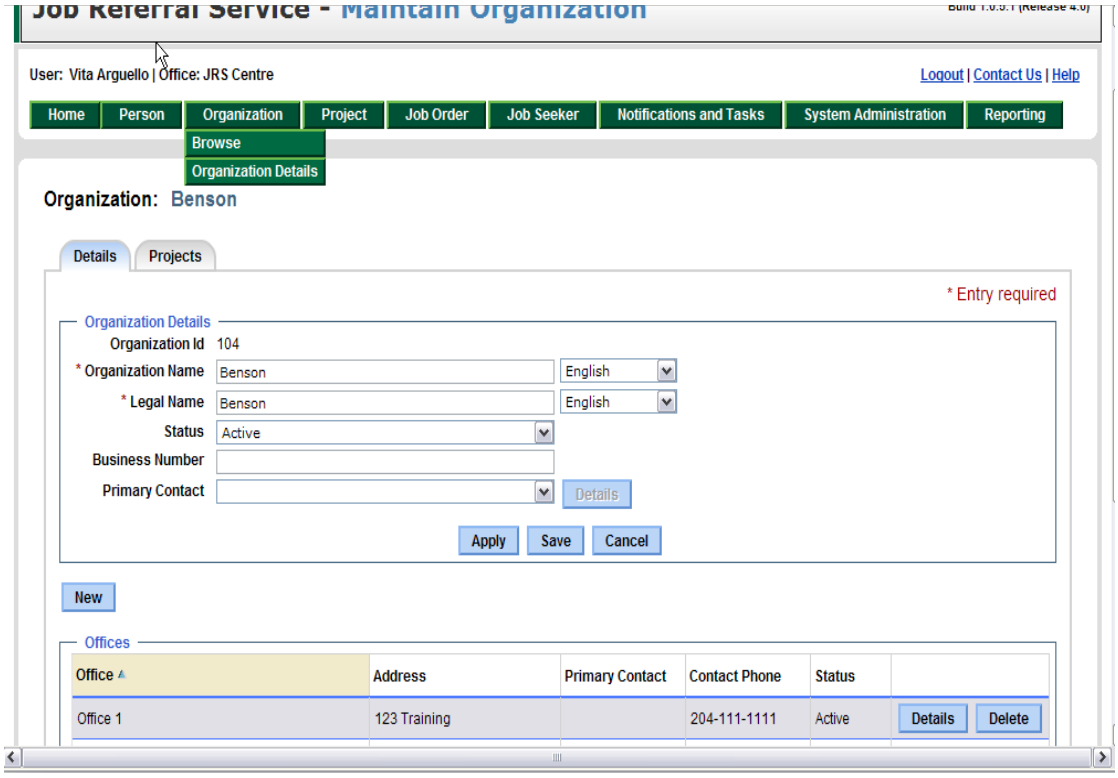
Learning Objective: Learn how to manage your own organization and your own data

Activity 2–A: Reviewing and Editing Your Organization, Offices, and Users Data

In this activity, as an on-line user, you will review your organization setup, including offices and users, to determine its configuration.

Note!	*Only appointed Employment Manitoba staff will be responsible for the setup of your organizational details. Consequently, making changes in the training session may not be relevant for all users.*

1. Point to the **Organization** button on the toolbar and then select **Organization Details**.
   Your Organization Details page appears.

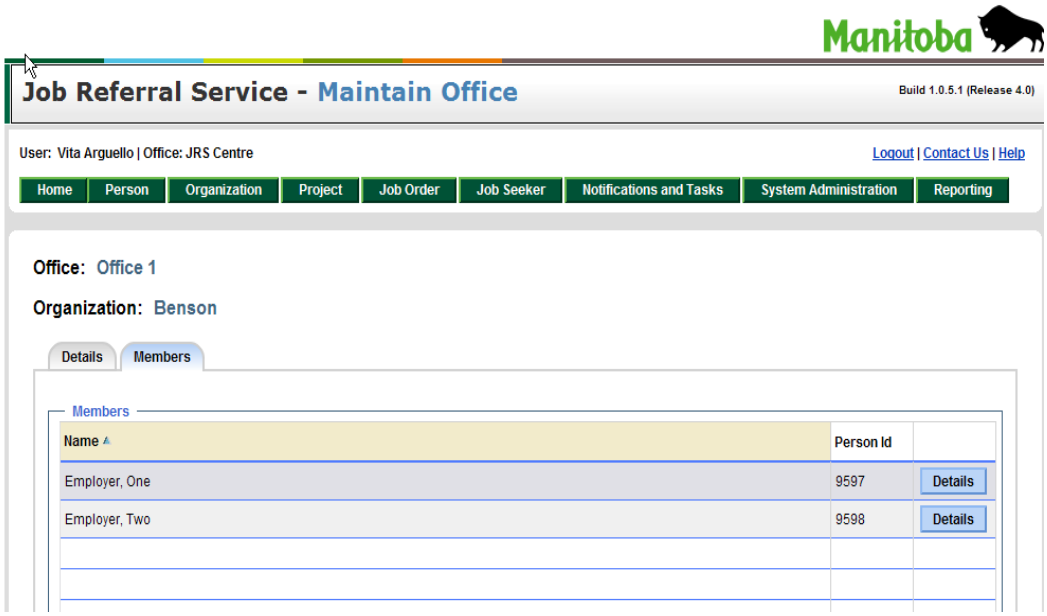


2. Review your organization details and projects.
   a. Scroll down to display and review the organization details and the offices.
   b. Click the **Projects** tab to display the projects.
   c. Click the **Details** tab to return to the previous page.

Alternate Method	*Point and click the Home button on the toolbar.*

Activity 2–A: Reviewing and Editing Your Organizational, Offices, and Users Data **Cont'd**

3. Review and edit Office 1 details and its members.
   a. Click the **Details** button in the record associated with the Office 1.
   b. Scroll down to display and review the office details and the contact information
   c. Click the **Members** tab to display the users from the Office 1.
   Your screen will appear as follows.



   d. Click the **Details** button of your name.
   Your Persons details appear.
   e. Review the offices, user, and user roles details according to your instructor's directions.

4 Click the **Cancel** button when finished.
The list of members reappears.

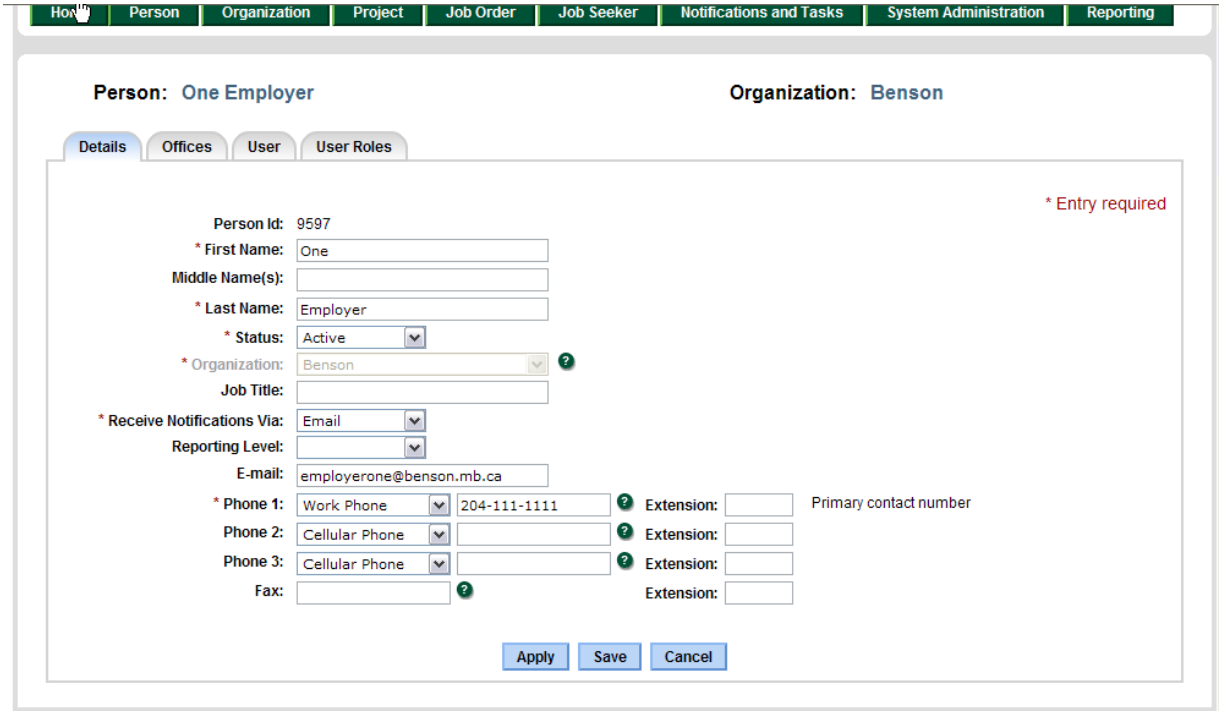
5. *Click the **Cancel** button again.*
Your organization details reappear.

Alternate Method	*Point and click the Home button on the toolbar.*

Activity 2–B: Reviewing and Editing Your Own Data

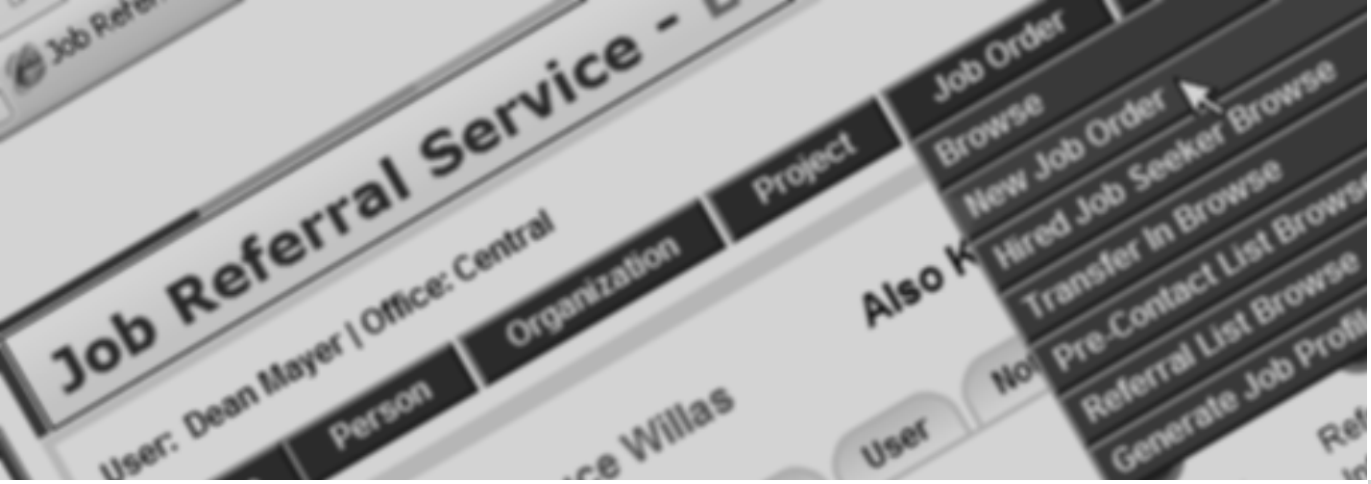
In this activity, as an on-line user, you will review your own data.

1. Point to the **Person** button on the toolbar and then select **Person Details**.
   The Maintain Person page appears.



2. Review your details, offices, User and User Roles.
   a. Scroll down to display, review and edit your personal details.
   b. Make changes to your personal details and click **Apply** button.
   c. Click the **Offices** tab to display the offices you are associated to.
   d. Click the **User** tab to display User Id, to review and edit Challenge Questions and Answers and to change Password.
   e. Click the **User Roles** tab to display and review your role in a project.
   f. Click the **Cancel** button.
      Your Home page appears.

■ ■ ■



3

Referrals, Verifying Job Seeker's Document and Viewing Notifications

- Referring a registered job seeker
- Registering a new job seeker and refer
- Verifying a Job Seeker's Document
- Viewing Notifications

Learning Objective: Learn how to refer a JRS registered job seeker, register and refer a new stage 2 referral, verifying a job seeker's document and view notifications.

Referrals

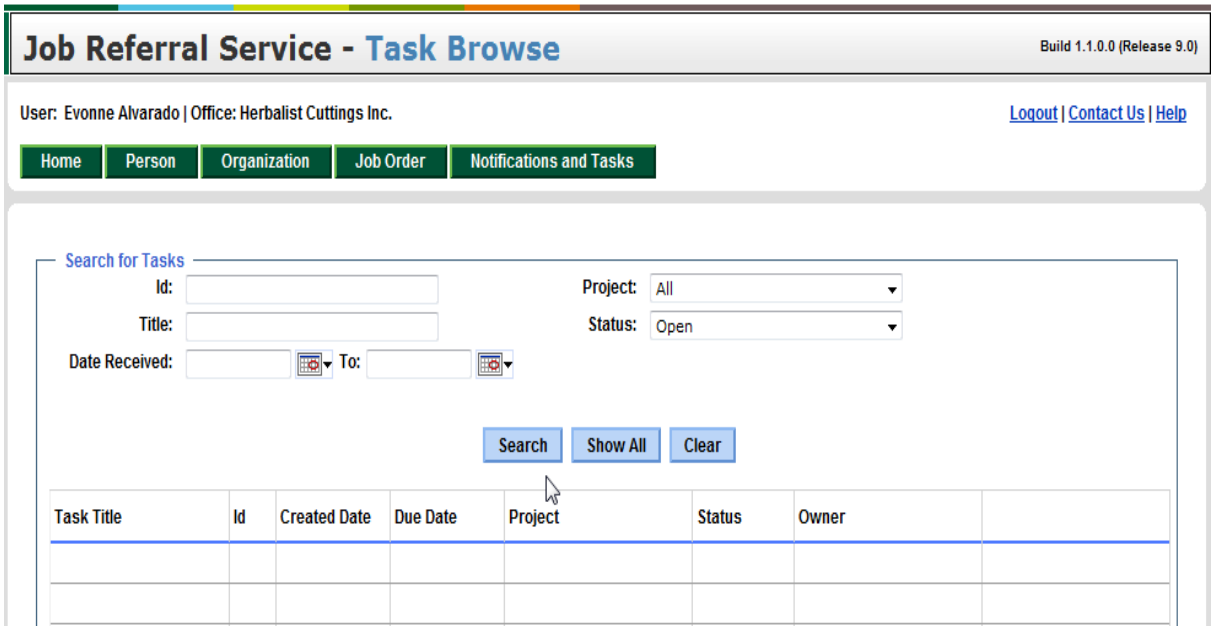
As a Referral Agent, upon receiving an e-mail notification that a job order has moved to the referral stage, thus referrals have been requested, you take ownership of the task and then proceed with referring qualified job seekers to the job order. All referrals must be registered with the JRS. The referral may have already registered with the JRS and if not, the Referral Agent must register the job seeker by creating the registration record.

Business Process	*The e-mail notification referenced above identifies that a task is to be performed. The e-mail is received by a defined group or groups of users, from which an individual will take ownership of the task and follow it through to completion. If required, the owner of a task may remove their ownership if he/she is unable to follow the task through to completion.*

Activity 3–A: Referring a Registered Job Seeker

In this activity you are adding a job seeker who is already registered in the JRS to the referral list. The job seeker that you refer will already have been entered.

1. Point to the **Notifications and Tasks** button on the toolbar and select **Task Browse**.
   The Task Browse page appears.

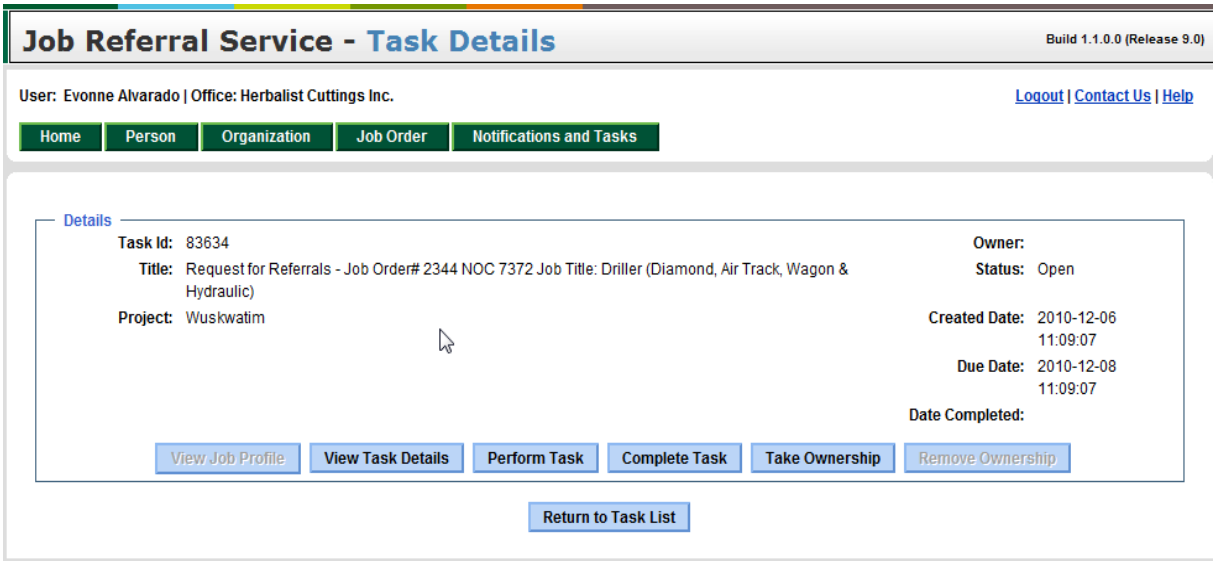


2. Search for all of the open tasks pertaining to the Wuskwatim project.
   a. Select **Wuskwatim** from the Project drop-down list.
   b. Ensure that **Open** is selected from the Status drop-down list.
   c. Click the **Search** button.
   d. Scroll down to display the results.
      A list of tasks pertaining to job orders appears.

Business Process	*Note that names listed in the Owner column indicate that the user has taken ownership of that task. Tasks with no name in the Owner column indicate that they are not yet assigned to a specific user.*

Activity 3–A: Referring JRS Registered Job Seekers... Cont'd

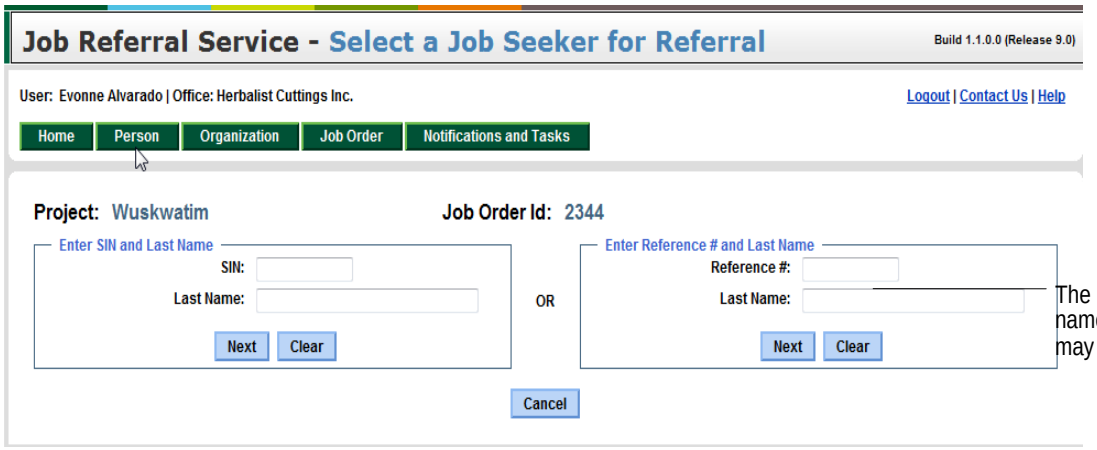
3. Take ownership of the job order task that your instructor assigns.
   a. Write the assigned task id number here _____ .
   You will use this id later to locate the task.
   b. Click the **Details** button pertaining to your job order.
   The Task Details page appears.



   c. Click the **Take Ownership** button and then click **OK** to acknowledge that you have taken ownership of the task.

Business Process	*When taking ownership of such a task, it is your responsibility to provide referrals as required.* *Click the **Remove Ownership** button if you need to disown a task, which then becomes available for other users to perform the task.*

4. Perform the task of adding an existing job seeker to the referral list.
   a. Click the **Perform Task** button.
   b. Click the **Add Referral** button.
   The Select a Job Seeker for Referral page appears.



The number and name you enter may be different.

Activity 3–A: Referring JRS Registered Job Seekers... Cont'd

c. Type a job seeker reference number as assigned by your instructor in the Reference # text box of the Enter Reference and Last Name area.
Spaces and/or hyphens should not be entered.

Business Process	*Reference number is the job seeker's unique identifier in the JRS. You may obtain the reference number directly from the job seeker or contact JRS.*

d. Type a last name as assigned by your instructor in the Last Name text box of the Enter Reference and Last Name area.
The job seeker's Account Information page appears.

Business Process	*If the last Reference # and Last Name do not match, JRS displays an error message: The last name for this Job Seeker does not match the reference # you have entered.* *If no match is found, the existence of the job seeker registration record should also be checked against the SIN and Last Name.* *If the SIN does not match the Last Name, JRS displays an error message.* *If the job seeker registration has the SIN removed, a message appears: Job seeker does not have a SIN number entered. Please contact JRS at 1-866-332-5077. Referral Agent contacts the JRS to provide a valid SIN and a copy of the SIN card. The JRS does not enter the SIN without a copy of the SIN card.*

e. Click the **Next** button.
The job seeker's Account Information page appears.

f. Review the job seeker's account information data and then click **Next** button to advance to the next page.

Business Process	*As you are reviewing the job seeker's data, you may need to add or modify existing information, such as, updating contact numbers, updating skills profile and selecting the Union membership.* *On the registration Account Information page, when the Received Notifications By, 'Fax' is selected, a Fax number field appears. The field must be completed before data is saved and advanced to the next page. When the fax number is completed on the Account Information page, the JRS system automatically enters the fax number in the Contact Information page, Fax field.* *To delete a fax number, user is required to change in Step 1 Account Information page the 'Received Notification by' selection to mail, e-mail or system, delete the fax number, clicks the 'Apply' or 'Save' button. Deleting the fax number on the Account Information page does not delete the fax number in the Contact Information page. User also needs to access Step 2 Contact Information page and delete the fax number.* *Completion of the Employment History, Education Information and References Information pages are not mandatory for the referral. It may be beneficial to complete the Employment History page as Employers who have online access to the JRS may view the job seeker's Employment History or resume.*

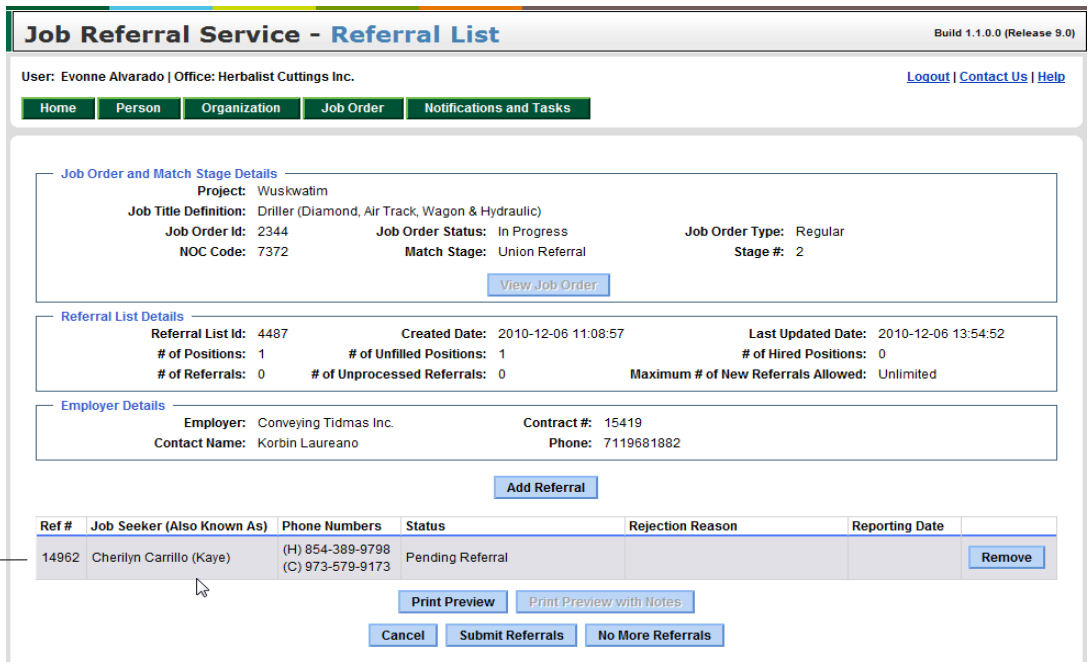
Tip!	*The job seeker must have the following to match to the job order:* • *Step 6 Choose Project – the job order project.* • *Step 7 Skills Profile – the job order project. The job seeker's skills must meet or exceed the job requirements* • *Step 8 Declare Eligibilities – Northern Manitoba or Manitoba residency and the Union Membership*

Activity 3–A: Referring JRS Registered Job Seekers... Cont'd

g. Continue to advance through all the pages reviewing the job seeker's data.

Note!	*A check mark is placed on the icon of the step you have completed. You may return to the previous steps by clicking on the navigation menu.*

h. In Step 10 Submit Referral page, click the **Add to Referral List** button and scroll down the page.
When the job seeker is added to the referral list, the status indicates Pending Referral. Your screen will appear as follows.



You may have a job seeker with a different name.

Business Process	*If the job seeker does not match, JRS displays an error message. User should check the following pages before contacting the JRS:* • *Step 6 Choose Project - Wuskwatim project must be selected.* • *Step 7 Skills Profile – the Wuskwatim project must be selected and the job seeker's skills must meet or exceed the job requirements* • *Step 8 Declare Eligibilities – Northern Manitoba or Manitoba residency and the Union Membership must be selected*

Note!	*When you click the **Submit** button, JRS will forward the referral list to the employer. For this exercise, the referral list will be submitted at the end of next activity.*

Alternate Method	*Other users in your organization may perform the same task by locating the **Referral List** from the Referral List Browse:* 1. *Point to the **Job Order** button on the toolbar and select **Referral List Browse**. The Referral List Browse page appears.* 2. *Type in the **Referral List Id** (located in the Match Stage Details section of the task), click the Search button.* 3. *Click the **Details** button of the referral list. The Referral List appears.* 4. *Click the **Add Referral** button to refer.*

Activity 3–B: Registering a New Job Seeker and Refer

In this activity you are continuing from the previous activity to refer to the referral list. You are adding a job seeker who is not yet registered in the JRS. You must create the registration record, add to the referral list and submit the list for the employer to process.

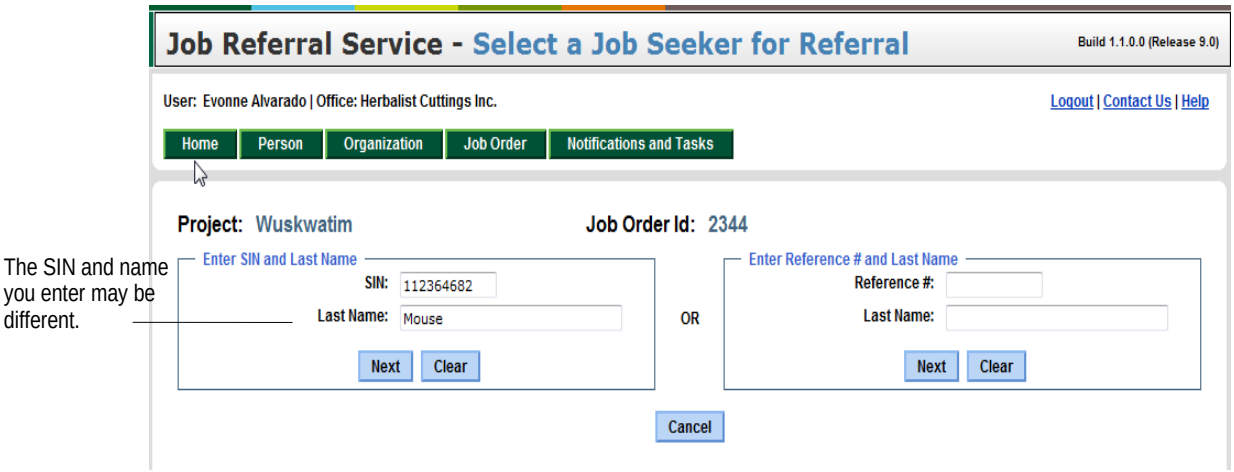
1. Add a new job seeker to the referral list.

Business Process	*There are fewer mandatory screens used when entering a job seeker as part of a referral.*

a. Click the **Add Referral** button.
The Select a Job Seeker for Referral page appears.

b. Type a social insurance number as assigned by your instructor in the SIN text box of the Enter SIN and Name area.
Spaces and/or hyphens should not be entered.

c. Type a name as assigned by your instructor in the Name text box of the Enter SIN and Name area.



The SIN and name you enter may be different.

d. Click the **Next** button.
The Account Information page appears, there are no account details or a status pertaining to this job seeker, as he/she has not been added to the JRS previously.

e. Enter the job seeker's account information as specified by your instructor and click the **Next** button
The Contact Information page appears.

f. Enter the job seekers contact information as specified by your instructor and click the **Next** button.
The Employment History page appears.

g. Enable the **No work experience to declare** check box and click the **Next** button.
The Education Information page appears.

h. Select **Grade 12** from the Highest Level of Education drop-down list and click the **Next** button.
The References page appears.

i. Enable the **No references to provide** check box and click the **Next** button.
The Choose Projects page appears.

Activity 3–B: Registering a New Job Seeker and Refer... Cont'd

j. Enable the **Wuskwatim** check box, enable the **On behalf of job seeker,...** check box, and then click the **Next** button.
The Job Seeker Skills Profile page appears.

k. Enable or select the option check boxes in the areas as assigned by the instructor and click the **Next** button.
The Declare Eligibilities page appears.

l. Enable the **Evidence of Identity** check box, select **Manitoba** from the Hydro Project - Residency drop-down list, select **your organization** from the Union 1 drop-down list, and then click the **Next** button.
The Provide Supporting Documents page appears.

Note!	*The correct Union membership must be selected for the job seeker to be referred at this stage.*

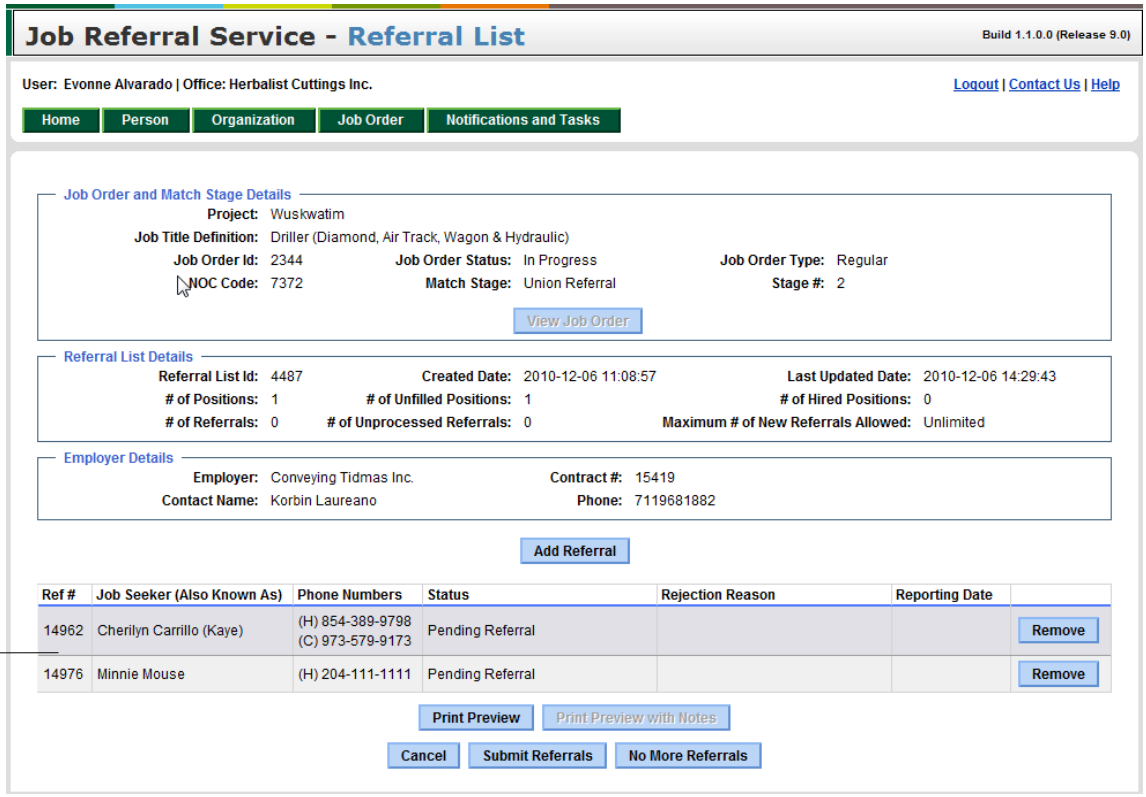
m. Select from the Send by drop-down list in the area(s) as assigned by the instructor.

n. Select Fax from the Send by drop-down list in the Evidence of Identity area.

o. Select **Fax** from the Send by drop-down list in the Manitoba Residency area, and click the **Next** button.
The Complete Registration page appears.

Note!	*The job seeker union membership is automatically verified.*

p. Click the **Add to Referral List** button and scroll down the page.
A second job seek is referred to the referral list. Your screen will appear as follows.



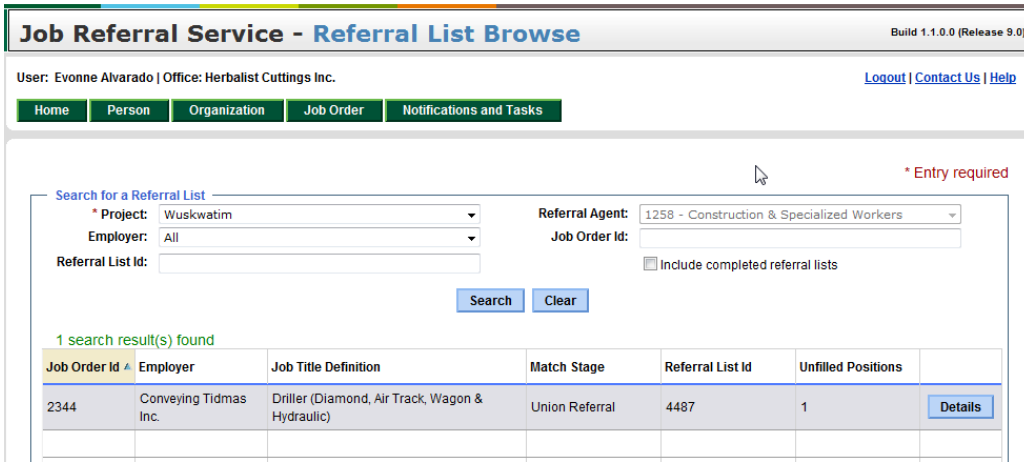
You may have job seekers with different names.

Activity 3–B: Registering a New Job Seeker and Refer... Cont'd

2. Click the **Submit Referrals** button and then click **OK** to acknowledge that the referrals were submitted.
Note that the status is updated to "Referred".

Business Process	*When a referral is submitted to an employer, Employment Manitoba staff will receive a task to perform a post audit on the referral.* *It is expected that the referral agent will provide Employment Manitoba with all the job seeker's required documents such as evidence of identity, evidence of residency, credentials, etc. for verification.*

Note!	*You can point to the **Job Order** button on the toolbar and select **Referral List Browse** to locate job orders to which referrals have been made. In the example below, one job orders is listed. Click the **Details** button associated with the desired job order to display the referrals.*



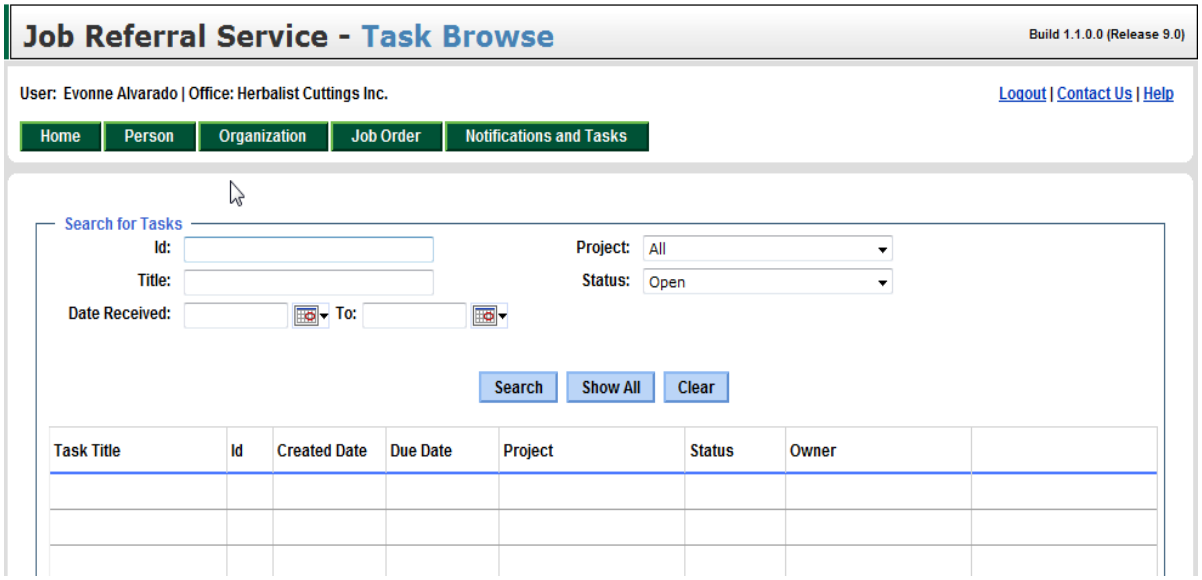
☐ ☐ ☐

Activity 3–C: Verifying a Job Seeker's Document

In this activity, as a verifier upon receiving a task that a job seeker document must be verified, you take ownership of the task and then proceed with verifying the necessary document(s).

Business Process	*The e-mail notification referenced above identifies that a task is to be performed. The e-mail is received by a defined group or groups of users, from which an individual will take ownership of the task and follow it through to completion. If required, the owner of a task may remove their ownership if he/she is unable to follow the task through to completion.*

1. Point to the **Notifications and Tasks** button on the toolbar and select **Task Browse**.
The Task Browse page appears.



2. Search for all of the open tasks.
   a. Ensure that **Open** is selected from the Status drop-down list.
   b. Click the **Search** button.
   c. Scroll down to display the results.
   d. A list of tasks with Open status appears.

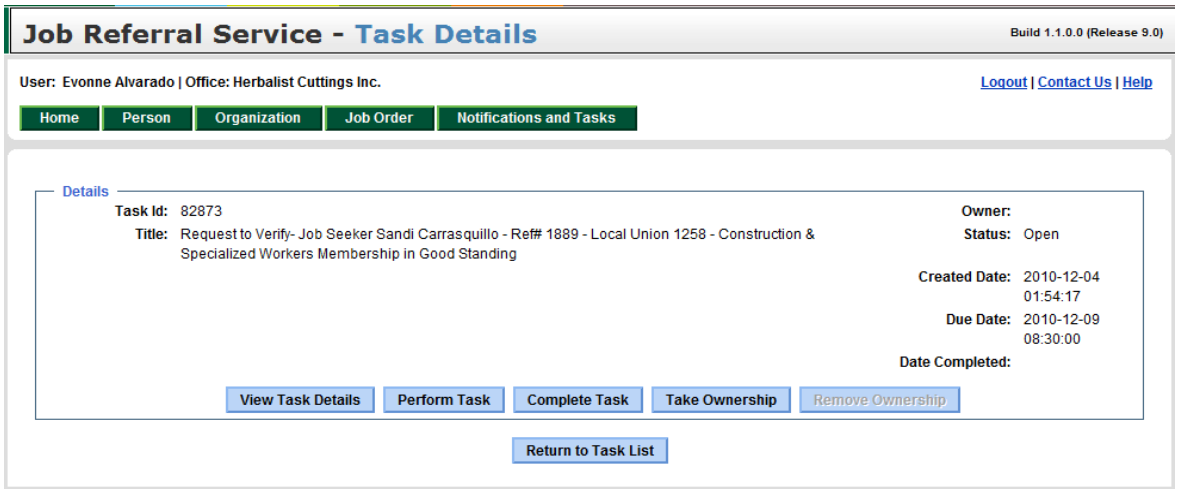
Note!	*The names listed in the Owner column indicate that the user has taken ownership of that task. Tasks with no name in the Owner column indicate that they are not yet assigned to a specific user.*

Activity 3–C: Verifying a Job Seeker's Document... Cont'd

3. Take ownership of the task that your instructor assigns.

   a. Write the assigned task id number here _____ .
   You will use this id later to locate the task.

   b. Click the **Details** button pertaining to your task.
   The Task Details page appears.



   c. Click the **Take Ownership** button and then click **OK** to acknowledge that you have taken ownership of the task.

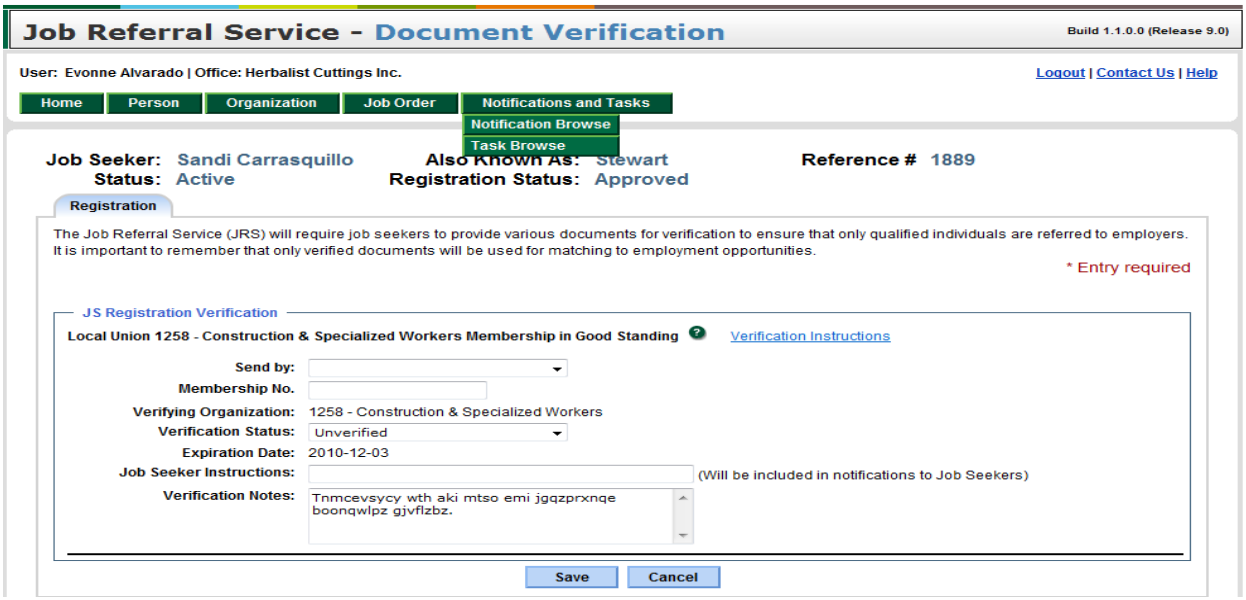
Business Process	*When taking ownership of such a task, it is your responsibility to verify the necessary documents as required.* *Click the **Remove Ownership** button if you need to disown a task, which then becomes available for other users to take.*

Activity 3–C: Verifying a Job Seeker's Document... Cont'd

4. Perform the task of verifying the job seeker's membership.

Note!	*This task is sent to you when the northern resident job seeker has declared as a member in good standing of your organization.*

a. Click the **Perform Task** button.
The Job Seeker's document appears.


Job Referral Service - Document Verification
Build 1.1.0.0 (Release 9.0)
User: Evonne Alvarado | Office: Herbalist Cuttings Inc.
Logout | Contact Us | Help
Home
Person
Organization
Job Order
Notifications and Tasks
Notification Browse
Task Browse
Job Seeker: Sandi Carrasquillo
Also Known As: Stewart
Reference # 1889
Status: Active
Registration Status: Approved
Registration
The Job Referral Service (JRS) will require job seekers to provide various documents for verification to ensure that only qualified individuals are referred to employers. It is important to remember that only verified documents will be used for matching to employment opportunities.
* Entry required
JS Registration Verification
Local Union 1258 - Construction & Specialized Workers Membership in Good Standing
Verification Instructions
Send by:
Membership No.
Verifying Organization: 1258 - Construction & Specialized Workers
Verification Status: Unverified
Expiration Date: 2010-12-03
Job Seeker Instructions:
(Will be included in notifications to Job Seekers)
Verification Notes:
Tnmcevsycy wth aki mtso emi jgqzprxnqe boonqwlpz gjvflzbz.
Save
Cancel

5. Verify the job seeker's membership.

a. Select **Verified** from the Verification Status drop-down list.

b. Click the **Save** button and then click **OK** to acknowledge that the changes have been saved.

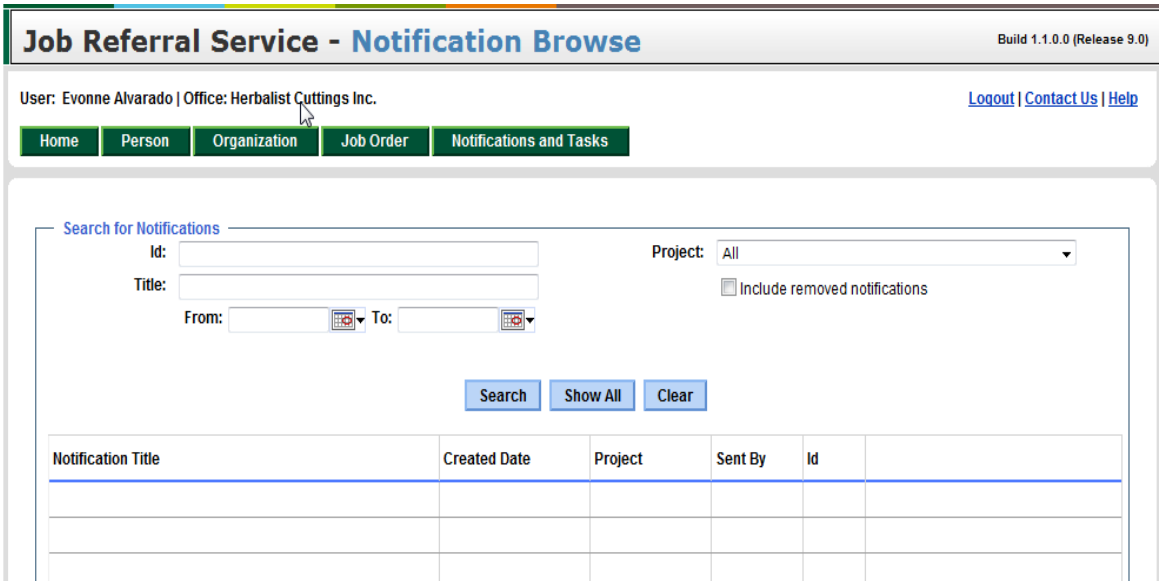
Business Process	*Verification Statuses:* ***Unverified*** *– the original verification status at submission for verification.* ***Incomplete*** *– the job seeker cannot be verified as a member of good standing of your organization. Please also include explanation in the Verification Notes.* ***Being Verified*** *– to be selected by you when verification process is in progress.* ***Verified*** *– the job seeker is verified as a member of good standing of your organization.*

Activity 3–D: Viewing Notifications

In this activity, as a Union, a Referral Agent and a Verifier, you decide to view a list of notifications sent to you.

Note!	*The Notification Browse page is used to locate and view notifications sent to you or others. Notifications are FYIs that require no action from you.*

1. Point to the **Notifications and Tasks** button on the toolbar and select **Notification Browse**.
   The Notification Browse page appears.



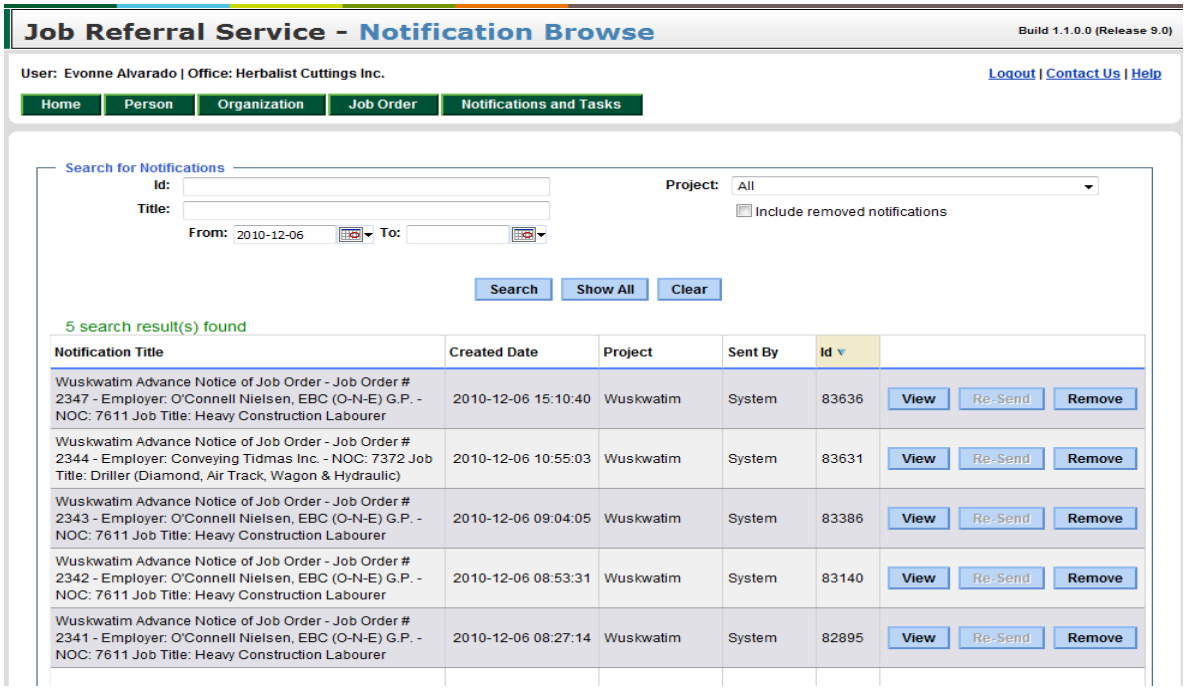
2. Perform a search to locate all of the notifications pertaining to the Wuskwatim project that were sent today.
   a. Select **Wuskwatim** from the Project drop-down list.

Note!	*Only projects that you are associated to will be available for selection.*

   b. Click the From date picker button and select today's date.

Activity 3–D: Viewing Notifications... Cont'd

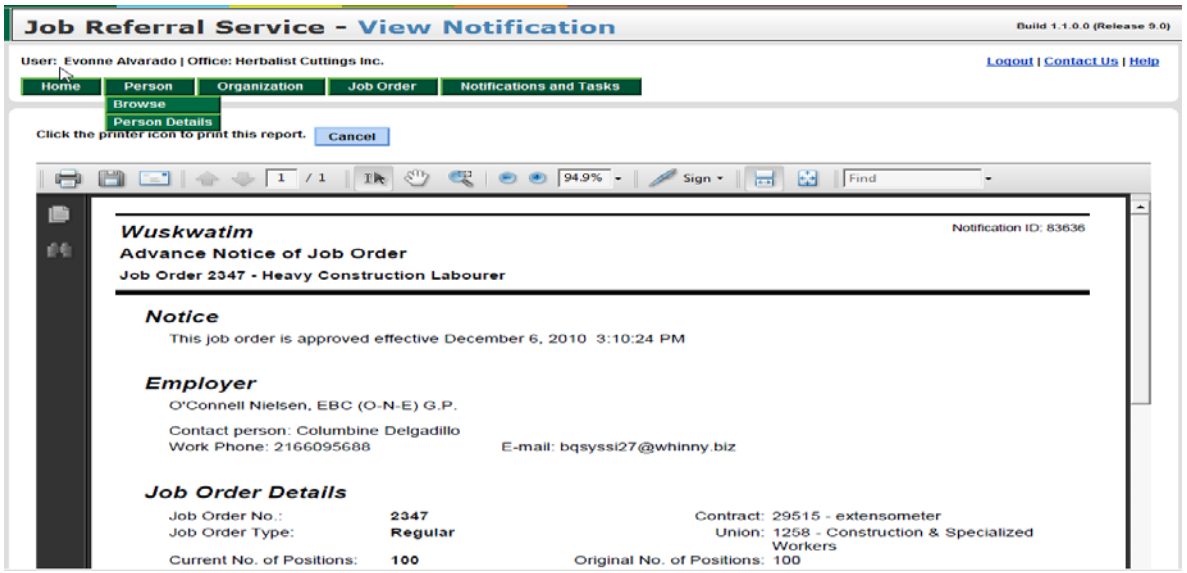
c. Click the **Search** button.
Your screen will appear as follows.


Job Referral Service - Notification Browse
Build 1.1.0.0 (Release 9.0)
User: Evonne Alvarado | Office: Herbalist Cuttings Inc.
Logout | Contact Us | Help
Home
Person
Organization
Job Order
Notifications and Tasks
Search for Notifications
Id:
Title:
From: 2010-12-06
To:
Project: All
Include removed notifications
Search
Show All
Clear
5 search result(s) found
Notification Title
Created Date
Project
Sent By
Id
Wuskwatim Advance Notice of Job Order - Job Order # 2347 - Employer: O'Connell Nielsen, EBC (O-N-E) G.P. - NOC: 7611 Job Title: Heavy Construction Labourer
2010-12-06 15:10:40
Wuskwatim
System
83636
Wuskwatim Advance Notice of Job Order - Job Order # 2344 - Employer: Conveying Tidmas Inc. - NOC: 7372 Job Title: Driller (Diamond, Air Track, Wagon & Hydraulic)
2010-12-06 10:55:03
Wuskwatim
System
83631
Wuskwatim Advance Notice of Job Order - Job Order # 2343 - Employer: O'Connell Nielsen, EBC (O-N-E) G.P. - NOC: 7611 Job Title: Heavy Construction Labourer
2010-12-06 09:04:05
Wuskwatim
System
83386
Wuskwatim Advance Notice of Job Order - Job Order # 2342 - Employer: O'Connell Nielsen, EBC (O-N-E) G.P. - NOC: 7611 Job Title: Heavy Construction Labourer
2010-12-06 08:53:31
Wuskwatim
System
83140
Wuskwatim Advance Notice of Job Order - Job Order # 2341 - Employer: O'Connell Nielsen, EBC (O-N-E) G.P. - NOC: 7611 Job Title: Heavy Construction Labourer
2010-12-06 08:27:14
Wuskwatim
System
82895
View
Re-Send
Remove

Note!	*The latest notifications are displayed first.*

3. View a notification.

a. Click the **View** button on a notification.
The notification appears in a pdf format.



Activity 3–D: Viewing Notifications... Cont'd

Business Process	*The notification contains 4 standard sections:* *1. Header – identifies the project, title of the notification, job order information such as the job order number and job title* *2. Notice contents* *3. Employer – identifies the employer name and contact person's information* *4. Job Order Details – job order information such as the number of positions, job order status, etc.* *5. Job Profile Summary – depending on the type of notice, this section may not be included* *Click on the Print icon* to print the notification. *Click on the Save icon* to save the notification to your desktop or a drive in your computer.

4. Click the **Cancel** button.
   The Notification Browse page appears.

Note!	*You may remove a notification from your view. To view the notification after it is 'removed' check the 'Include removed notifications box located below the 'Project'.*

■ ■ ■